



## POCONO TOWNSHIP COMMISSIONERS

### AGENDA

May 15, 2018 7:00 p.m.

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

*Comments are for any issue. Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

Announcements –

Executive Session – April 30, 2018 – personnel

Executive Session – May 15, 2018 - personnel

Hearings –

Presentations –

### **OLD BUSINESS**

1. Approve minutes of the April 30, 2018 Meeting of Board of Commissioners (action item\*)

### **NEW BUSINESS**

1. Personnel
  - a. Remove offer of employment made to Brian Bird and extend conditional offer of employment to Tom Walsh contingent upon the positive outcome of additional testing (action item\*)
  - b. Motion to ratify the hiring of Alyssa Bullis as seasonal park employee, beginning May 12, 2018 at a rate of \$12.00 per hour.

(Action Item\*)

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\*\* Change to agenda versus draft posted on website

- c. Motion to ratify the Collective Bargaining agreement with Teamsters 773, Public Works/clerical effective January 1, 2018 through December 31, 2022 and authorize the President of the Board of Commissioner to execute the document, with retro pay increase back to January 1, 2018 be completed in the next pay period ending May 20, 2018 (action item\*)
- d. Motion to approve the advertising for and hiring of \_\_\_\_\_ public works employees (action items\*)

## 2. Financial Transactions

- a. Quarterly fiscal report
- b. Administrative Changes –
  - Police longevity will now be paid out upon anniversary date
  - CBA agreed upon match of up to \$600 for police 457 plan will be paid out on a per payroll basis
- c. State Workers Insurance Fund (SWIF) Audit results – invoiced \$15, 688.00 additional charges
- d. Motion to adopt the definition of compensation for the Pocono Township Police Pension Plan, the Nationwide 457 Plan and the non-uniform Money Purchase Plan (action item\*)
- e. Motion to authorize Beyer-Barber to prepare amendments to the Pocono Township police pension plan and non-uniform money purchase plan to be billed on a time and charges basis for a minimum of \$600 (\$300 each plan) (action item\*)
- f. Motion to authorize Delaware Valley Retirement to prepare an amendment to the Pocono Township 457 plan at a cost of \$250.00 (action item\*)
- g. Motion to ratify vouchers payable received through May 11, 2018 in the amount of \$ 1086.70 (action item\*)
- h. Ratify gross payroll for pay period ending May 6, 2018 in the amount of \$ 76,975.01 (action item\*)
- i. Motion to approve vouchers payable received through May 11, 2018 in the amount of \$ 281,011.09 (action item\*)
- j. Motion to approve capital expenditure received through May 11, 2018 in the amount of \$ 33,396.00 (action item\*)

## 3. Travel/Training Authorizations (Approve/Ratify)

- a. Motion to approve the attendance of the public works department employees (7 FT, 1 Seasonal) at the flagger training course to be held June 12, 2018 at Jackson Township Municipal Building, from 9am – noon at a cost of \$50.00 per person, sponsored by PSATS. (action item\*)

(Action Item\*)

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### **Report of the President**

- Generator donated from fire company to township

### **Commissioners Comments**

Bob De Young – Vice President

Harold Werkheiser – Commissioner

Rich Wielebinski – Commissioner

Jerrod Belvin – Commissioner

- Motion to repair TLC field for approximately \$6000 from in lieu of funds, utilizing volunteers and road crew overtime (possible action item\*)

### **Reports**

#### **1. Emergency Service**

- a. Police
- b. EMS
- c. Fire

#### **2. Park Board**

#### **3. Finance Committee**

#### **4. Administration – Manager's Report**

- a. Motion to award cleaning services of Municipal Building, Maintenance Building and Police Building to J&Z Professional Services, LLC for a once a week cleaning per building for a total of \$(still negotiating) per month for all three buildings (action item\*)
- b. Leeward request to provide police coverage (possible action item\*)
- c. Notify board of the resignation of Nathan Laubach from the Park Board, letter of thanks to be sent and vacancy posted
- d. Notify board – rental generator returned, gifted a generator from fire company, working to get repaired
- e. Fire company is going to go out for bid to pave parking lot – can/should we combine efforts (possible action item\*)
- f. Motion to authorize the township manager to sell the two township owned copiers and one fax machine on municibid (action item\*)
- g. Motion to authorize Zoning Officer to send Notice of violation for dangerous structure at PO Box 38, Route 314 (action item\*)

(Action Item\*)

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**5. Public Works Report**

- a. Paving project by Hanson Aggregate is scheduled to start May 21, 2018

**6. Township Engineer Report**

- a. Update Status Report on Sewer Redesign
- b. Update on Route 611 Sewer Line Relocation Work Update
- c. Update on Sanofi Sanitary Sewer Easement
- d. Update on enclosure for Valve Station #5 – open bids May 23rd
- e. Update on White Oak Culvert replacement project
- f. Update on Fish Hill Road Storm System Notice of violation from MCCD (possible action item\*)
- g. Motion to extend time frame granted in Resolution 2015-42, Kopelson Minor Subdivision (action item\*)
- h. Motion to approve quote from B&J for up to \$4,000 to monitor/inspect the UGI Main Installation project in 9 areas where it crosses the township sewer lines (action item\*)
- i. Discussion on dedication of MCTA Drive (possible action item\*)

**7. Township Solicitor Report**

- a. Update on Exxon Monitoring Wells Agreement
- b. Update on Amusement Tax Ordinance (possible action item\*)
- c. Formal Introduction of the Code Adoption and Codification Hearing

**Resolutions**

**Public Comment**

*Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

Executive Session – if necessary

Adjournment

(Action Item\*)

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POCONO TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
APRIL 30<sup>th</sup>, 2018 7:00 P.M.

**DRAFT**  
*Revised 5/4/2018*

The sewer meeting of the Pocono Township Commissioners was held on Tuesday, 04/30/2018 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Gerald Lastowski, present; Bob M. DeYoung, absent; Harold Werkheiser, absent; Richard Wielebinski, present; and Jerrod Belvin, present.

**IN ATTENDANCE:**

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Donna Asure, Township Manager; and Pamela Tripus, Township Secretary, were present.

**ANNOUNCEMENTS:**

- A) This meeting replaces the May 7<sup>th</sup>, 2018 Regular Board of Commissioners' meeting.
- B) Regular May 21<sup>th</sup>, 2018 Board of Commissioners' meeting will be held May 15<sup>th</sup>, 2018.
- C) Spring Cleanup is May 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> from 7:30 a.m. to 3:00 p.m.
- D) Peace Officers Memorial Day will be held May 15<sup>th</sup> from 4:00 p.m. to 8:00 p.m. at the TLC park.
- E) An executive session was held on April 19<sup>th</sup>, 2018 to discuss personnel and union negotiations.
- F) An executive session was held on April 26<sup>th</sup>, 2018 to discuss personnel and union negotiations.

**PRESENTATION:**

Resolution 2018-40 Eagle Scout Jared Thomas Cziko - J. Lastowski read the Resolution and commended Jared Cziko on behalf of the Board for his project and his dedication to the community.

J. Lastowski made a motion, seconded by R. Wielebinski, to adopt Resolution 2018-40 congratulating Jared Thomas Cziko for earning the rank of Eagle Scout. J. Lastowski opened the floor to public comment. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**PUBLIC COMMENT:**

Diane Zwiefel, Twp. resident, spoke in favor of not expanding the burning hours. She provided the Board with information on the dangers of burning. J. Belvin, Commissioner, noted several residents requested additional times since they worked and/or were unable to burn at night or Saturday. Diane Zwiefel, Twp. resident, questioned if any changes to the ordinance would be by public hearing. L. DeVito, Twp. Solicitor, noted it would require a public hearing for adoption by the Board.

Ellen Gndt, Twp. resident, questioned why a comment she made on the sunshine law at the last meeting was not included in the 04/16/2018 minutes.

**PUBLIC COMMENT CONT:**

Ellen Gndt, Twp. resident, questioned the continuing purchase of Bioxide. J. Tresslar, Twp. Engineer, explained once an enclosure is put in for Pump Station #5, the bioxide may not be reduced.

Ellen Gndt, Twp. resident, questioned why the same number was used for the Short Term Rental Ordinance as the Park Resolution.

**MINUTES:**

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 04/16/2018 regular meeting with the addition of Ellen Gndt's comment added to the minutes. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the minutes of the 04/25/2018 Work session meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 04/26/2018 Work session meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Ertle ZHB Appeal-

J. Lastowski made a motion, seconded by J. Belvin, to authorize Leo DeVito, Twp. Solicitor and Jon Tresslar, Twp. Engineer, to attend the Tuesday, May 29<sup>th</sup>, 2018 at 5:00 p.m., Zoning Hearing Board appeal of Ertle Enterprises, Inc. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**NEW BUSINESS:**PersonnelConditional Employment offer -

J. Lastowski made a motion, seconded by R. Wielebinski, to offer conditional employment to two police officer candidates pending positive outcome of additional testing. Should the next two candidates on the eligibility list be unavailable, the Chief of Police will be authorized to go down the list of eligible candidates. R. Wielebinski questioned if the Township should consider an additional hire. J. Lastowski questioned the cost to hire additional officers. D. Asure, Twp. Manager, explained with an additional officer the cost would be approximately \$140,000.00 for the remainder of 2018 or \$125,000 per officer, per year for a full year's employment. J. Belvin noted he was concerned it may raise taxes if an additional hire was made and none of the current officers retired. Discussion followed on future needs, budget, and cost to create eligibility list. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP COMMISSIONERS REGULAR MEETING, 04/30/2018  
CONDITIONAL EMPLOYMENT CONT:

DRAFT PG. 3

R. Wielebinski made a motion, seconded by J. Belvin, to extend an offer of employment to Jeremiah Johnson and Brian Bird, pending a positive outcome of additional testing. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Financial Transactions-

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify vouchers payable for the period ending 04/27/2018 in the amount of \$1,311.43. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify gross payroll for pay period ending 04/22/2018 in the amount of \$74,955.74. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve voucher payables received through 04/27/2018 in the amount of \$77,361.95. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve Capital expenditures received through 04/27/2018 in the amount of \$14,504.39. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Capital Purchases

Mt. View Park project

R. Wielebinski made a motion, seconded by J. Belvin, to award the rubberized flooring project at Mountain View Park to the Playground Pros as the lowest of three quotes at \$12,375.00 for approximately 900 sq.ft., 2.5" deep rubberized flooring extending the Crossing Abilities play area, pending review of final agreement by the Twp. Solicitor. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Travel/Training Authorizations - None

**REPORT OF THE PRESIDENT**

Gerald Lastowski, President - No report

**COMMISSIONERS COMMENTS**

Robert M. DeYoung, Vice-President - absent

Harold Werkheiser, Commissioner - absent

Richard Wielebinski, Commissioner - No report

Jerrold Belvin, Commissioner -

Change of Burning times

J. Belvin made a motion, seconded by J. Lastowski, to table the revision to Ordinance #139 until the presented information is reviewed. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Dangerous Structures - 2975 Bartonsville Ave -

J. Belvin made a motion, seconded by J. Lastowski, to authorize the Zoning Officer to proceed with the dangerous structure process at 2975 Bartonsville Ave., which includes three dangerous structures. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

ACT 26 - J. Tresslar, Twp. Engineer, explained under the current Act 537 new developments are limited to three types of sewage systems - in ground, sand mounds and spray irrigation. Act 26 expands the choices to allow three additional alternates - micro mounds, drip, and at grade bed.

J. Belvin made a motion, seconded by J. Lastowski, to authorize the Twp. Engineer and Twp. Solicitor to prepare compliance documents to amend the Act 537 plan to adopt new changes from Act 26 into the Township Sewage Management Plan. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

TLC Ball Fields

J. Belvin made a motion, seconded by J. Lastowski, to table repairs to the TLC ball field in the approximate amount of \$6,000 utilizing volunteers and offering road crew overtime, with money from the in-lieu fund. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**REPORTS:**

Finance Committee

R. Wielebinski noted a work session with PFM was held on 4/25/2018 with Jens Damgaard, Eckert Seamans. J. Damgaard is recommending the Board consider reviewing phase two of the sewer service area.

Administration - Manager's Report

Medical Leave for Ed Getz has been postponed

ADMINISTRATION CONT:

DRAFT

Eckert Seamans

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the President of the Board to sign the document to authorize continued representation by Jens H. Damgaard, whom is now with Eckert Seamans, Cherin & Mellott, LLC. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Public Works

D. Asure, Twp. Manager, noted Sanofi Pasteur is holding a charity event on 09/15/2018 at Mt. View Park, and the Township has waived the fees for the event.

Township Engineer Report

Status Report on Sewer Redesign - J. Tresslar, Twp. Engineer, noted Valve Station No. 1 is operating and is working as predicted.

Route 611 Sewer Line Relocation Work Update - J. Tresslar, Twp. Engineer, noted a meeting was held with PennDOT and discussion occurred on the lack of progress by the contractor. J. Lastowski requested J. Tresslar reach out to PennDOT to note the Township's disappointment with the lack of progress.

Sanofi Sanitary Sewer Easement - No report.

Enclosure for Valve Station #5 - J. Tresslar, Twp. Engineer, noted a pre-bid meeting was held. Bid opening will be 05/23/2018.

White Oak Culvert replacement project - The permit application was sent to DEP for review.

Fish Hill Road Storm System Notice of Violation from MCCD - J. Tresslar, Twp. Engineer, explained a contractor was contacted to vacuum the stilling basin and culvert. R. Wielebinski questioned if additional quotes were received. J. Lastowski asked if additional culverts should be included with the quote. Discussion followed. J. Tresslar noted it is estimated to take 10 hours at a cost of approximately \$2,500.00.

TLC Bridge - J. Tresslar, Twp. Engineer, noted a grant with a 15% match is available for the project through DCED. He estimates the cost to be approximately \$100,000 to \$125,000 to repair. He noted the abutment has lost a large piece, decking to be replaced, steel support beams need to be sand blasted and painted, etc. Discussion followed. J. Lastowski questioned PennDOTs plans and the possible impact on the TLC bridge. J. Lastowski made a motion, seconded by J. Belvin, to authorize the Township Engineer to proceed with the submittal of a DCED grant for the repair of the TLC bridge with a 15% match and engineering fees of approximately \$4,000 to \$5,000. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

## TWP. ENGINEER REPORT CONT:

R. Wielebinski questioned the status of the interrupters. J. Tresslar noted they will go out to bid in August with installation expected in the fall.

Township Solicitor Report

Exxon Monitoring Wells Agreement - no report.

Host Compliance - L. DeVito, Twp. Solicitor, he had reviewed the agreement for Host Compliance.

R. Wielebinski made a motion, seconded by J. Belvin, to enter into a one-year agreement with Host Compliance for assistance in compiling data on Short Term Rental Properties in Pocono Township in the amount of \$5,843.00 contingent upon the Twp. Solicitor's review and changes. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Master Service Agreement - Site2 - L. DeVito, Twp. Solicitor, thanked Chris Ortolan for his assistance with the agreement. The company backs up the Township computers to a Cloud base system.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the President of the Board to sign Master Service Agreement with Site 2 entering into a one-year agreement for backup IT service at \$210.00 per month. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Pocono Highlands Section 5 - L. DeVito, Twp. Solicitor, noted a request from John Dunn, Solicitor for Pocono Highlands to allow the land development plan to be 're-approved'. L. DeVito noted he met with J. Tresslar, Twp. Engineer, and the concern is the improvements were to be made within 5 years of the original approval. New development requires stormwater management which was not required in 1973. L. DeVito noted in essence the original plan is null and void since improvements were not completed. Joe Folsom, stake holder in Pocono Highlands, noted some lots were sold to private individuals. J. Lastowski suggested Pocono Highland's attorney reach out to L. DeVito.

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Solicitor to send a letter to Attorney John Dunn to note the Board considers the LDP for Pocono Highlands Sec 5 is null and void since the improvements were not completed within the 5 year after original approval. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

## RESOLUTIONS

Resolution 2018-38 - Ertle Enterprises, Inc.

J. Lastowski made a motion, seconded by J. Belvin, to adopt Resolution 2018-38 - denying preliminary/final plan approval of Ertle Enterprises, Inc. Land Development Plan. L. DeVito, Twp. Solicitor, explained Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**RESOLUTIONS CONT:**

Resolution 2018-39 - Amending Resolution 2017-03 Park Board

L. DeVito, Twp. Solicitor, explained the Recreation Committee was established by Ordinance - 2014-10. In 2017 a Park and Recreation Board was created by Resolution 2017-03. L. DeVito, Twp. Solicitor noted since the establishment of a Recreation Committee was adopted by Ordinance, the proposed amendment is required to be by Ordinance. Discussion followed. J. Lastowski directed L. DeVito to include the original Ordinance, changes from Resolution 2017-03, and proposed amendment, to prepare a draft Recreation Board ordinance.

**PUBLIC COMMENT:**

Maxine Turbolski, Twp. resident, questioned if the Township is considering hiring a Road Master. J. Lastowski noted they have hired a Road Supervisor.

Maxine Turbolski, Twp. resident, noted damage to yards and driveways from the snow plows on Pippin Way.

Maxine Turbolski, Twp. resident, questioned if time clocks are being used by employees. D. Asure, Twp. Manager, noted they are.

Maxine Turbolski, Twp. resident, questioned the proposed development in Tobyhanna that is requesting sewer. She stated she felt the sewer should be kept for Pocono residents, first.

Christopher Ortolan, Twp. resident, questioned the architect review of the buildings. J. Lastowski noted a meeting will be held with the architect on 05/16/2018.

Ellen Gndt, Twp. resident, questioned when the financial statements will be presented. D. Asure noted they are working on it.

Ellen Gndt, Twp. resident, questioned why public comment was not allowed on the TLC Ballfields item. L. DeVito, Twp. Solicitor, noted it was tabled and no action was taken.

**ADJOURNMENT INTO EXECUTIVE SESSION:**

R. Wielebinski made a motion, seconded by J. Lastowski, to adjourn the meeting into executive session to discuss a personnel matter at 8:25 p.m.

Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

## TREASURER'S REPORT SUMMARY

### Q1 2018

#### REVENUE

	<u>GENERAL FUND</u>	<u>CAPITAL RESERVE</u>	<u>LIQUID FUELS</u>	<u>SEWER OPERATING</u>	<u>SEWER CONSTRUCTION</u>
Q1	\$ 1,028,814	\$ 1,999	\$ 474,168	\$ 989,205	\$ 1,098
2018 BUDGET	\$ 6,927,688	\$ 4,104,764	\$ 466,734	\$ 4,929,694	\$ 10,000
% OF BUDGET	15%	0.05%	102%	20%	11%

#### EXPENSES

	<u>GENERAL FUND</u>	<u>CAPITAL RESERVE</u>	<u>LIQUID FUELS</u>	<u>SEWER OPERATING</u>	<u>SEWER CONSTRUCTION</u>
Q1	\$ 1,396,588	\$ 169,043	\$ -	\$ 479,642	\$ 232,686
2018 BUDGET	\$ 6,033,443	\$ 1,718,142	\$ 465,611	\$ 2,833,265	\$ 620,000
% OF BUDGET	23%	9.84%	0%	17%	38%

General Fund  
Treasurer's Report: Q1 2018

CASH ACCOUNTS BEGINNING BALANCES\*

	Q1 2018
ESSA CD	1,010,500.92
GENERAL CASH	971,155.44
Payroll	1,000.00
Petty Cash	170.98
FEES IN LIEU	108,696.00
*From balance sheet	2,091,523.34

	Q1 2018	Annual Budget	\$ Over/Under Budget	% of Budget
Income				
301.100 · Real Estate Taxes - Current	292,895.06	2,884,347.00	-2,591,451.94	10.16%
310.200 · Earned Income Taxes	375,263.67	1,500,000.00	-1,124,736.33	25.02%
Taxes Other				
301.200 · Real Estate Taxes - Delinquent	31,338.98	130,000.00	-98,661.02	24.11%
310.100 · Real Estate Transfer Taxes	101,241.49	190,000.00	-88,758.51	53.29%
310.500 · Local Services Taxes	95,176.28	480,000.00	-384,823.72	19.83%
Total Taxes Other	227,756.75	800,000.00	-572,243.25	28.47%
Licenses, permits and fees				
321.800 · Cable TV Franchise Fees	0.00	200,000.00	-200,000.00	0.0%
322.100 · Application fees	2,550.00			
Total Licenses, permits and fees	2,550.00	200,000.00	-197,450.00	1.28%
Fines and Forfeits				
331.100 · Court Fines - District Magistra	17,083.85	50,000.00	-32,916.15	34.17%
331.110 · Motor Vehicle Code Violations	3,155.34	20,000.00	-16,844.66	15.78%
331.200 · Ordinance Violations	0.00			
Total Fines and Forfeits	20,239.19	70,000.00	-49,760.81	28.91%
341.010 · Interest on Investments	4,588.14	28,000.00	-23,411.86	16.39%
Other State Grants				
354.100 · Police Grants	206.88	10,000.00	-9,793.12	2.07%
355.010 · Public Utility Realty Tax	0.00	5,600.00	-5,600.00	0.0%
355.040 · Alcoholic Beverage Licenses	3,000.00	4,000.00	-1,000.00	75.0%
355.050 · Pension System State Aid	0.00	214,141.00	-214,141.00	0.0%
355.070 · Foreign Fire Insurance	0.00	84,000.00	-84,000.00	0.0%
356.100 · State Payments in Lieu of Taxes	0.00	400.00	-400.00	0.0%
Total Other State Grants	3,206.88	318,141.00	-314,934.12	1.01%
357.030 · County Grants	1,571.67			
362.100 · Police Services				
362.101 · Reimbursement Police overtime	0.00	5,000.00	-5,000.00	0.0%
362.100 · Police Services - Other	9,652.50	40,000.00	-30,347.50	24.13%
Total 362.100 · Police Services	9,652.50	45,000.00	-35,347.50	21.45%
Building Permits				
362.410 · Building Permits - BIU	35,438.92	400,000.00	-364,561.08	8.86%
Total Building Permits	35,438.92	400,000.00	-364,561.08	8.86%
Charges for Services				
362.492 · Short Term Rental Permit	2,192.00	2,500.00	-308.00	87.68%
361.310 · Subdivision, Land Develop Fees	1,450.00	10,000.00	-8,550.00	14.5%
361.330 · Zoning Hearing Board Fees	250.00	7,500.00	-7,250.00	3.33%
361.340 · Cond Use, Curative PRD Fees	0.00	3,000.00	-3,000.00	0.0%
361.400 · Plan Review Fees	1,000.00			
361.500 · Sale of Maps and Publications	0.00	100.00	-100.00	0.0%
361.700 · Reproduction of Records	16.95	500.00	-483.05	3.39%
362.110 · Sale of Police Reports	1,470.50	6,000.00	-4,529.50	24.51%
362.130 · Security Alarm Fees	0.00	200.00	-200.00	0.0%
362.300 · Zoning Permits	19,608.90	115,000.00	-95,391.10	17.05%
362.440 · Sewer System Permits	7,057.00	15,000.00	-7,943.00	47.05%
362.450 · Use & Occupancy Permits	975.00	2,500.00	-1,525.00	39.0%
362.475 · Well Permits	700.00	1,500.00	-800.00	46.67%
362.480 · Pool Permits	50.00	100.00	-50.00	50.0%
362.485 · Sign Permits	4,375.00	5,000.00	-625.00	87.5%
362.491 · Fireworks Permits	0.00	300.00	-300.00	0.0%
362.495 · UCC Fees	243.00	500.00	-257.00	48.6%
362.600 · Miscellaneous Permits	100.00	500.00	-400.00	20.0%
363.500 · Public Works Services	0.00	5,000.00	-5,000.00	0.0%
Total Charges for Services	39,488.35	175,200.00	-135,711.65	22.54%

General Fund  
Treasurer's Report: Q1 2018

	Q1 2018	Annual Budget	\$ Over/Under Budget	% of Budget
367.140 · Pavilion Rental Fees	5,109.60	15,500.00	-10,390.40	32.97%
367.180 · Heritage Center Rental Fees	0.00	1,000.00	-1,000.00	0.0%
Other Operating Revenue				
389.101 · Other Unclassified Revenue	0.00	200,000.00	-200,000.00	0.0%
387.100 · Contributions and Donations	1.00	500.00	-499.00	0.2%
Total Other Operating Revenue	1.00	200,500.00	-200,499.00	0.0%
Other Financing Sources				
391.200 · Distribution of PJJWA Account	0.00	100,000.00	-100,000.00	0.0%
391.100 · Sale of Surplus Property	1,975.00	10,000.00	-8,025.00	19.75%
395.000 · Refunds of Prior Year Expenses	9,077.46	180,000.00	-170,922.54	5.04%
Total Other Financing Sources	11,052.46	290,000.00	-278,947.54	3.81%
Total Income	1,028,814.19	6,927,688.00	-5,898,873.81	14.85%
Expense				
General Government	Q1 2018	Annual Budget	\$ Over/Under Budget	% of Budget
400.110 · Salary & Wages - Legislative	4,062.50	16,250.00	-12,187.50	25.0%
400.192 · Legislative SSI Tax	310.75	1,243.00	-932.25	25.0%
400.260 · Minor Equipment	0.00	2,000.00	-2,000.00	0.0%
400.420 · Dues, Subscriptions & Membershi	4,019.50	7,500.00	-3,480.50	53.59%
400.460 · Legislaive -Meetings & Training	1,203.23	1,000.00	203.23	120.32%
400.540 · Legislative - Donations	62.42	1,000.00	-937.58	6.24%
401.110 · Admin Salaries & Wages	19,615.38	90,000.00	-70,384.62	21.8%
401.192 · Admin SSI Taxes	1,500.54	6,885.00	-5,384.46	21.79%
401.196 · Admin Health Insurance	4,077.40	12,480.00	-8,402.60	32.67%
401.197 · Admin HRA Fees	14.85	1,364.00	-1,349.15	1.09%
401.198 · Non-Uniformed Pension Plan	882.69	7,650.00	-6,767.31	11.54%
401.199 · Admin Life and Disability Ins	63.00	756.00	-693.00	8.33%
401.200 · Administration Allowances	0.00	1,000.00	-1,000.00	0.0%
401.220 · Admin Operating Supplies	0.00	8,500.00	-8,500.00	0.0%
401.260 · Admin Minor Equipment	0.00	1,500.00	-1,500.00	0.0%
401.420 · Admin Dues, Subscriptions & Mem	642.99	2,000.00	-1,357.01	32.15%
401.460 · Admin Meetings & Training	518.32	2,500.00	-1,981.68	20.73%
402.110 · Fin Admin Salaries & Wages	7,411.50	50,000.00	-42,588.50	14.82%
402.192 · Fin Admin SSI Taxes	566.99	3,825.00	-3,258.01	14.82%
402.196 · Fin Admin Health Insurance	0.00	12,480.00	-12,480.00	0.0%
402.197 · Fin Admin HRA Fees	0.00	1,364.00	-1,364.00	0.0%
402.198 · Fin Admin Non-Uni Pension Plan	0.00	4,500.00	-4,500.00	0.0%
402.199 · Fin Admin Life & Disability Ins	0.00	804.00	-804.00	0.0%
402.310 · Fin Admin Professional Svcs	11,146.88	20,000.00	-8,853.12	55.73%
403.110 · Tax Collection Salaries & Wages	2,307.72	10,000.00	-7,692.28	23.08%
403.192 · Tax Collection SSI Taxes	176.58	765.00	-588.42	23.08%
403.193 · Tax Collection Bond Ins	1,544.00	2,000.00	-456.00	77.2%
403.215 · Tax Collection Postage	1,534.08	2,000.00	-465.92	76.7%
403.220 · Tax Collection Operating Supply	1,258.46	2,000.00	-741.54	62.92%
403.310 · Tax Collection Professional Srv	7,404.89	30,000.00	-22,595.11	24.68%
404.310 · Township Solicitor	22,810.83	55,000.00	-32,189.17	41.47%
404.314 · Legal Services Special Counsel	0.00	20,000.00	-20,000.00	0.0%
405.110 · Secretary Salaries & Wages	27,650.41	114,945.00	-87,294.59	24.06%
405.120 · Secretary OT	875.08	5,000.00	-4,124.92	17.5%
405.192 · Secretary SSI Taxes	2,173.76	8,898.00	-6,724.24	24.43%
405.196 · Secretary Insurance	13,559.76	40,776.00	-27,216.24	33.25%
405.197 · Secretary HRA Fees	14.85	4,500.00	-4,485.15	0.33%
405.198 · Secretary Non-Uni Pension Plan	2,251.92	10,919.00	-8,667.08	20.62%
405.199 · Secretary Life & Disability Ins	465.00	1,608.00	-1,143.00	28.92%
406.215 · Gen Govt Postage	2,131.69	4,200.00	-2,068.31	50.76%
406.220 · Gen Govt Operation Supplies	1,856.16	7,000.00	-5,143.84	26.52%
406.310 · Gen Govt Professional Svcs	4,449.61	8,500.00	-4,050.39	52.35%
406.320 · Gen Govt Communications	2,745.95	8,000.00	-5,254.05	34.32%
406.340 · Gen Govt Advertising & Printing	1,147.02	6,500.00	-5,352.98	17.65%
406.374 · Gen Govt Office Equipment Maint	0.00	1,000.00	-1,000.00	0.0%
406.384 · Gen Govt Equipment Leases	725.91	6,500.00	-5,774.09	11.17%
407.252 · Computer Parts & Supplies	0.00	1,000.00	-1,000.00	0.0%
407.260 · Technology Minor Equipment	0.00	4,000.00	-4,000.00	0.0%
407.450 · Contracted Services	6,045.50	12,000.00	-5,954.50	50.38%

**General Fund  
Treasurer's Report: Q1 2018**

	Q1 2018	Annual Budget	\$ Over/Under Budget	% of Budget
408.310 · Township Engineer	6,859.53	40,000.00	-33,140.47	17.15%
409.220 · Building Operating Supplies	6,166.48	10,000.00	-3,833.52	61.67%
409.360 · Building Utilities	15,110.52	36,000.00	-20,889.48	41.97%
409.373 · Building Maint & Repairs	4,553.04	17,000.00	-12,446.96	26.78%
409.450 · Building Contracted Services	1,133.80	7,000.00	-5,866.20	16.2%
<b>Total General Government</b>	<b>193,051.49</b>	<b>733,712.00</b>	<b>-540,660.51</b>	<b>26.31%</b>
<b>Public Safety</b>				
<b>POLICE</b>				
410.140 · Police Salaries & Wages-Civilian	10,560.00	45,936.00	-35,376.00	22.99%
410.179 · Police Longevity Pay	0.00	45,211.00	-45,211.00	0.0%
410.180 · Police Overtime Wages	20,282.17	125,000.00	-104,717.83	16.23%
410.130 · Police Salaries & Wages-Officer	253,504.49	1,271,960.00	-1,018,455.51	19.93%
410.120 · Police Salaries & Wages-Admin	20,932.80	102,700.00	-81,767.20	20.38%
410.185 · Sick & Vacation Buy Back	27,358.68	60,000.00	-32,641.32	45.6%
410.187 · Police Overtime Civ Support	0.00	500.00	-500.00	0.0%
410.190 · Police HRA Fees	4,754.77	49,288.00	-44,533.23	9.65%
410.191 · Uniform Allowance	937.91	15,200.00	-14,262.09	6.17%
410.192 · Police SSI Taxes	25,357.34	106,868.00	-81,510.66	23.73%
410.196 · Police Health Insurance	157,935.67	499,200.00	-341,264.33	31.64%
410.197 · Police Pension Plan	0.00	200,000.00	-200,000.00	0.0%
410.198 · Police Life & Disability Ins	3,428.01	16,080.00	-12,651.99	21.32%
410.199 · Police Non-Uniform Pension	1,108.80	4,257.96	-3,149.16	26.04%
410.200 · Police 457 Contribution	0.00	6,000.00	-6,000.00	0.0%
410.220 · Police Operating Supplies	196.74	7,500.00	-7,303.26	2.62%
410.221 · Crime Scene Supplies	309.40	1,000.00	-690.60	30.94%
410.222 · Ammunition	0.00	6,000.00	-6,000.00	0.0%
410.231 · Vehicle Fuel	11,237.60	42,000.00	-30,762.40	26.76%
410.260 · Police Minor Equipment	4,539.15	38,500.00	-33,960.85	11.79%
410.310 · Police Professional Services	2,175.00	3,500.00	-1,325.00	62.14%
410.314 · Civil Service Comm Solicitor	995.00	12,000.00	-11,005.00	8.29%
410.320 · Police Communications	4,514.75	15,000.00	-10,485.25	30.1%
410.341 · Police Advertising & Printing	4,082.34	3,500.00	582.34	116.64%
410.373 · Police Maint & Repair Bldg	1,342.15	7,500.00	-6,157.85	17.9%
410.374 · Police Equipment Maint	1,213.34	3,500.00	-2,286.66	34.67%
410.420 · Police Dues, Subscriptions	175.00	1,000.00	-825.00	17.5%
410.450 · Police Contracted Services	42,765.85	70,000.00	-27,234.15	61.09%
410.451 · Police Vehicle Maintenance	5,212.41	25,000.00	-19,787.59	20.85%
410.460 · Police Meetings & Training	3,722.97	5,000.00	-1,277.03	74.46%
<b>Total Police</b>	<b>608,642.34</b>	<b>2,789,200.96</b>	<b>-2,180,558.62</b>	<b>21.82%</b>
<b>OTHER PUBLIC SAFETY</b>				
411.232 · Fire Department Fuel	0.00	7,500.00	-7,500.00	0.0%
411.540 · Foreign Fire Payments	0.00	84,000.00	-84,000.00	0.0%
411.541 · Disbursement to Fire Company	0.00	218,000.00	-218,000.00	0.0%
413.220 · Code Enforcement Supplies	0.00	100.00	-100.00	0.0%
413.260 · Code Enforcement Minor Equip	0.00	100.00	-100.00	0.0%
413.310 · Prof Services - BIU Building	15,696.81	200,000.00	-184,303.19	7.85%
413.311 · Prof Services - SEO	3,857.50	15,000.00	-11,142.50	25.72%
413.319 · Code Enforcement UCC Fees	0.00	1,000.00	-1,000.00	0.0%
413.420 · Code Enforcement Dues & Subs	0.00	250.00	-250.00	0.0%
413.460 · Code Enforcement Meetings	0.00	500.00	-500.00	0.0%
414.110 · Planning & Zoning Salaries	0.00	1,000.00	-1,000.00	0.0%
414.192 · Planning & Zoning SSI Taxes	0.00	77.00	-77.00	0.0%
414.220 · Planning & Zoning Supplies	0.00	5,000.00	-5,000.00	0.0%
414.310 · Planning & Zoning Prof Svcs	10,795.00	42,000.00	-31,205.00	25.7%
414.313 · Planning & Zoning Engineering	0.00	5,000.00	-5,000.00	0.0%
414.314 · Planning & Zoning Legal	2,925.00	20,000.00	-17,075.00	14.63%
414.341 · Planning & Zoning Advertising	59.39	2,500.00	-2,440.61	2.38%
415.220 · Emer Mgmt Operating Supplies	0.00	500.00	-500.00	0.0%
414.319 · MS4 Fees	499.00	5,000.00	-4,501.00	9.98%
415.364 · Emergency Management Operations	0.00	1,500.00	-1,500.00	0.0%
415.460 · Emer Mgmt Meetings & Training	0.00	500.00	-500.00	0.0%
<b>Total Public Safety Other</b>	<b>33,832.70</b>	<b>609,527.00</b>	<b>-575,694.30</b>	<b>5.55%</b>
<b>Total Public Safety</b>	<b>642,475.04</b>	<b>3,398,727.96</b>	<b>-2,756,252.92</b>	<b>18.9%</b>

**General Fund  
Treasurer's Report: Q1 2018**

	Q1 2018	Annual Budget	\$ Over/Under Budget	% of Budget
<b>Public Works - Other</b>				
427.220 · Solid Waste Coll Supplies	54.00	1,500.00	-1,446.00	3.6%
427.450 · Contracted Srvs - Clean-Up Days	0.00	16,000.00	-16,000.00	0.0%
<b>Total Public Works - Other</b>	<b>54.00</b>	<b>17,500.00</b>	<b>-17,446.00</b>	<b>0.31%</b>
<b>PW-Hwys, Roads &amp; Streets</b>				
430.110 · Public Works Salaries	80,197.56	457,842.00	-377,644.44	17.52%
430.120 · Public Works OT Wages	15,495.14	20,000.00	-4,504.86	77.48%
430.192 · Public Works SSI Taxes	7,264.75	36,197.00	-28,932.25	20.07%
430.196 · Public Works Insurance	60,971.56	207,633.00	-146,661.44	29.37%
430.197 · PW HRA Fees	0.00	20,035.00	-20,035.00	0.0%
430.198 · Public Works N-U Pension	8,949.43	42,585.00	-33,635.57	21.02%
430.199 · Public Works Life & Disab Ins	1,470.00	7,236.00	-5,766.00	20.32%
430.220 · Public Works Oper Supplies	3,127.84	7,500.00	-4,372.16	41.71%
430.232 · Public Works Diesel	17,463.31	30,000.00	-12,536.69	58.21%
430.234 · Public Works Vehicle Supplies	433.71	10,000.00	-9,566.29	4.34%
430.238 · Public Works Uniforms	678.70	6,000.00	-5,321.30	11.31%
430.260 · Public Works Minor Equip Purch	38.58	2,000.00	-1,961.42	1.93%
430.341 · Public Works Advertising	0.00	500.00	-500.00	0.0%
430.373 · Public Works Maint & Rep Bldg	597.79	5,000.00	-4,402.21	11.96%
430.374 · Public Works Small Equip Maint	99.99	0.00	99.99	100.0%
430.375 · Public Works Heavy Equip Maint	12,077.90	50,000.00	-37,922.10	24.16%
430.384 · Public Works Equip Rental	1,175.00	500.00	675.00	235.0%
430.420 · Public Works Dues, Subscription	35.00	200.00	-165.00	17.5%
430.450 · Public Works Contracted Srvs	9,202.38	25,000.00	-15,797.62	36.81%
430.460 · Public Works Meetings & Trainin	0.00	500.00	-500.00	0.0%
430.650 · Public Works Hand Tool Purch	88.27	500.00	-411.73	17.65%
432.220 · Snow & Ice Rem Oper Supplies	74,746.72	125,000.00	-50,253.28	59.8%
432.375 · Snow & Ice Rem Equipment Maint	2,186.69	8,000.00	-5,813.31	27.33%
432.450 · Snow & Ice Rem Subcontractors	0.00	7,500.00	-7,500.00	0.0%
433.220 · Traffic Signals & Signs Supply	1,109.39	3,000.00	-1,890.61	36.98%
433.360 · Traffic Signals & Signs Utiliti	978.16	4,000.00	-3,021.84	24.45%
433.450 · Traffic Signals Contracted Srvs	4,613.00	8,000.00	-3,387.00	57.66%
438.220 · Road Maint Supplies	2,416.15	70,000.00	-67,583.85	3.45%
438.611 · Line Painting	0.00	20,000.00	-20,000.00	0.0%
438.612 · Crack Sealing	0.00	5,000.00	-5,000.00	0.0%
438.613 · Vegetation Control	0.00	5,000.00	-5,000.00	0.0%
<b>Total PW-Hwys, Roads &amp; Streets</b>	<b>305,417.02</b>	<b>1,184,728.00</b>	<b>-879,310.98</b>	<b>25.78%</b>
<b>Culture and Recreation</b>				
452.390 · Recreation fees	141.20	500.00	-358.80	28.24%
454.110 · Park Salary & Wage	0.00	69,216.00	-69,216.00	0.0%
454.192 · Park SSI	0.00	5,327.00	-5,327.00	0.0%
454.220 · Park Operating Supplies	0.00	3,250.00	-3,250.00	0.0%
454.231 · Park Vehicle Fuel	471.02	1,500.00	-1,028.98	31.4%
454.260 · Park Minor Equipment	0.00	2,000.00	-2,000.00	0.0%
454.320 · Park Communications	254.85	1,860.00	-1,605.15	13.7%
454.340 · Park Advertising & Printing	0.00	1,500.00	-1,500.00	0.0%
454.360 · Park Utilities	1,352.50	3,000.00	-1,647.50	45.08%
454.373 · Park Repairs & Maintenance	185.43	20,000.00	-19,814.57	0.93%
454.374 · Park Equipment Maintenance	121.14	1,500.00	-1,378.86	8.08%
454.450 · Park Contracted Services	1,907.00	12,000.00	-10,093.00	15.89%
454.700 · Park Recreation Board	1,406.75	20,000.00	-18,593.25	7.03%
457.540 · Community Day Celebration	0.00	3,000.00	-3,000.00	0.0%
<b>Total Culture and Recreation</b>	<b>5,839.89</b>	<b>144,653.00</b>	<b>-138,813.11</b>	<b>4.04%</b>
<b>Benefits and Withholding</b>				
483.194 · Employer Pd Unemployment Comp	8,948.36	30,000.00	-21,051.64	29.83%
483.195 · Employer Pd Worker's Comp	116,939.85	173,000.00	-56,060.15	67.6%
<b>Total Benefits and Withholding</b>	<b>125,888.21</b>	<b>203,000.00</b>	<b>-77,111.79</b>	<b>62.01%</b>
<b>Insurance</b>				
486.350 · Property & Liability Insurance	118,901.00	136,500.00	-17,599.00	87.11%
486.355 · Professional Bonds	0.00	9,300.00	-9,300.00	0.0%
<b>Total Insurance</b>	<b>118,901.00</b>	<b>145,800.00</b>	<b>-26,899.00</b>	<b>81.55%</b>
<b>Misc Expenses</b>				
489.100 · Miscellaneous Expenses	0.00			

**General Fund  
Treasurer's Report: Q1 2018**

	<u>Q1 2018</u>	<u>Annual Budget</u>	<u>\$ Over/Under Budget</u>	<u>% of Budget</u>
Total Misc Expenses	0.00			
Interfund Transfers Out				
492.310 · Transfer to Capital Fund Reserv	0.00	44,322.00	-44,322.00	0.0%
Total Interfund Transfers Out	0.00	44,322.00	-44,322.00	0.0%
Other Expenses				
463.540 · TIF	0.00	161,000.00	-161,000.00	0.0%
66900 · Reconciliation Discrepancies	4,906.40			
491.000 · Refund of Prior Year Revenues	55.24			
Total Other Expenses	4,961.64	161,000.00	-156,038.36	3.08%
Total Expense	1,396,588.29	6,033,442.96	-4,636,854.67	23.15%
Net Income	<u>-367,774.10</u>	<u>894,245.04</u>	<u>-1,262,019.14</u>	<u>-41.13%</u>
<b>CASH ACCOUNTS ENDING BALANCES*</b>				
	<u>Q1 2018</u>			
ESSA CD	1,014,019.19			
GENERAL CASH	706,609.14			
Payroll	1,000.00			
Petty Cash	112.91			
FEES IN LIEU	108,750.22			
*From balance sheet	<u>1,830,491.46</u>			

5/9/2018

Capital Reserve  
**Treasurer's Report: Q1 2018**

**CASH ACCOUNTS BEGINNING BALANCES**

	<u>Q1 2018</u>
Keystone CD	1,500,000.00
Capital Reserve Cash	<u>2,718,922.50</u>
Total	<u>4,218,922.50</u>

\*From balance sheet

	<u>Q1 2018</u>	<u>Annual Budget</u>	<u>\$ Over/Under Budget</u>	<u>% Budget</u>
<b>Income</b>				
341.010 · Interest on Investments	1,998.72	2,500.00	-501.28	79.95%
392.010 · Transfer from General Fund (balance forward from previous years+ \$44,322 fees in lieu transfer)	0.00	4,102,264.00	-4,102,264.00	
<b>Total Income</b>	<u>1,998.72</u>	<u>4,104,764.00</u>	<u>-4,102,765.28</u>	<u>0.05%</u>
<b>Expense</b>				
409.373 · Municipal Building Facilities	1,221.00	329,513.00	-328,292.00	0.37%
410.373 · Police Facilities	4,232.00	43,600.00	-39,368.00	9.71%
410.740 · Police - Vehicles	163,590.00	171,000.00	-7,410.00	95.67%
430.373 · Public Works Facilities	0.00	30,000.00	-30,000.00	0.00%
430.740 · Public Works - Vehicles	0.00	483,000.00	-483,000.00	0.00%
438.610 · Maintenance & Repairs of Roads	0.00	598,707.00	-598,707.00	0.00%
454.373 · Park Facilities	0.00	62,322.00	-62,322.00	0.00%
<b>Total Expense</b>	<u>169,043.00</u>	<u>1,718,142.00</u>	<u>-1,549,099.00</u>	<u>9.84%</u>
<b>Net Income</b>	<u><u>-167,044.28</u></u>	<u><u>2,386,622.00</u></u>	<u><u>-2,553,666.28</u></u>	

**CASH ACCOUNTS ENDING BALANCES**

	<u>Q1 2018</u>
Keystone CD	1,500,000.00
Capital Reserve Cash	<u>2,551,878.22</u>
Total	<u>4,051,878.22</u>

\*From balance sheet

5/9/2018

Liquid Fuels

## Treasurer's Report: Q1 2018

### CASH ACCOUNTS BEGINNING BALANCE

Liquid Fuels Cash

Total

\*From balance sheet

Q1 2018
2,696.56
2,696.56

### Income

341.010 · Interest on Investments

355.020 · State Liquid Fuels Funds

Total Income

### Expense

439.600 · Capital Construction

Total Expense

Net Income

Q1 2018	Annual Budget	\$ Over/Under Budget	% of Budget
170.26	500.00	-329.74	34.05%
473,997.48	466,234.00	7,763.48	101.67%
474,167.74	466,734.00	7,433.74	101.59%
0.00	465,611.00	-465,611.00	0.0%
0.00	465,611.00	-465,611.00	0.0%
474,167.74	1,123.00	473,044.74	42,223.31%

### CASH ACCOUNTS ENDING BALANCE

Liquid Fuels Cash

Total

\*From balance sheet

Q1 2018
476,167.74
476,167.74

5/9/2018

Sewer Operating Fund  
**Treasurer's Report: Q1 2018**

**CASH ACCOUNTS BEGINNING BALANCES**

Wayne Bank Funding &amp; Checking Accounts

\* From balance sheet

Q1 2018
1,535,137.48

\*Balance sheet balance

	Q1 2018	Annual Budget	\$ Over/Under Budget	% of Budget
<b>Income</b>				
341.010 · Interest on Investments	1,192.79	7,500.00	-6,307.21	15.9%
362.400 · Connect & Tank Abandonment Fee	125.00	1,250.00	-1,125.00	10.0%
364.110 · Connection/Tapping Fees	2,500.00	1,500,000.00	-1,497,500.00	0.17%
364.115 · Tapping Fees to Working Capital	0.00	0.00	0.00	0.0%
364.120 · Sewer Use Fees	985,386.94	3,420,944.10	-2,435,557.16	28.81%
<b>Total Income</b>	<b>989,204.73</b>	<b>4,929,694.10</b>	<b>-3,940,489.37</b>	<b>20.07%</b>
<b>Gross Profit</b>	<b>989,204.73</b>	<b>4,929,694.10</b>	<b>-3,940,489.37</b>	<b>20.07%</b>
<b>Expense</b>				
429.100 · Utilities				
429.109 · Verizon	305.76			
429.100 · Utilities - Other	9,987.72	40,000.00	-30,012.28	24.97%
<b>Total 429.100 · Utilities</b>	<b>10,293.48</b>	<b>40,000.00</b>	<b>-29,706.52</b>	<b>25.73%</b>
429.200 · BCRA Sewage Treatment	253,209.14	936,000.00	-682,790.86	27.05%
429.244 · Operating Supplies	6,205.49	30,000.00	-23,794.51	20.69%
429.300 · Professional Services	66,086.45	200,000.00	-133,913.55	33.04%
429.374 · Equipment Repair & Maintenance	10,248.45	60,000.00	-49,751.55	17.08%
471.000 · Debt Principal - Long and Short				
471.500 · PennVest Loan	97,329.96			
471.000 · Debt Principal - Long and Short - Other	0.00	1,177,715.00	-1,177,715.00	0.0%
<b>Total 471.000 · Debt Principal - Long and Short</b>	<b>97,329.96</b>	<b>1,177,715.00</b>	<b>-1,080,385.04</b>	<b>8.26%</b>
472.000 · Debt Interest - Long and Short				
472.500 · PennVest Loan Interest	17,165.94			
472.000 · Debt Interest - Long and Short - Other	0.00	389,550.00	-389,550.00	0.0%
<b>Total 472.000 · Debt Interest - Long and Short</b>	<b>17,165.94</b>	<b>389,550.00</b>	<b>-372,384.06</b>	<b>4.41%</b>
489.000 · Uncategorized Expenses	0.00			
491.000 · Refund of Prior Year Revenues	19,102.95			
<b>Total Expense</b>	<b>479,641.86</b>	<b>2,833,265.00</b>	<b>-2,353,623.14</b>	<b>16.93%</b>
<b>Net Income</b>	<b>509,562.87</b>	<b>2,096,429.10</b>	<b>-1,586,866.23</b>	<b>24.31%</b>

**CASH ACCOUNTS ENDING BALANCES**

Wayne Bank Funding &amp; Checking Accounts

\* From balance sheet

Q1 2018
1,603,182.93

5/9/2018

Sewer Construction

## Treasurer's Report: Q1 2018

### CASH ACCOUNTS BEGINNING BALANCES

	Q1 2018
Wayne CD's	2,000,000.00
ESSA Funding & Checking*	887,241.76
Penn Vest Grant	148.22
<b>Total Cash</b>	<b>2,887,389.98</b>

\* From balance sheet

	Jan - Mar 18	Annual Budget	\$ Over Budget	% of Budget
<b>Income</b>				
341.010 · Interest on Investments	1,098.30	10,000.00	-8,603.13	13.97%
<b>Total Income</b>	<b>1,098.30</b>	<b>10,000.00</b>	<b>-8,603.13</b>	<b>13.97%</b>
<b>Expense</b>				
404.310 · Professional Services	0.00	5,000.00	-5,000.00	0.0%
429.200 · General Project	0.00			
429.313 · Engineering - Collection System	17,020.60	65,000.00	-43,139.95	33.63%
429.602 · Collection System Construction	215,665.45	550,000.00	-293,279.00	46.68%
<b>Total Expense</b>	<b>232,686.05</b>	<b>620,000.00</b>	<b>-341,418.95</b>	<b>44.93%</b>
<b>Net Income</b>	<b>-231,587.75</b>	<b>-610,000.00</b>	<b>332,815.82</b>	<b>45.44%</b>

### CASH ACCOUNTS ENDING BALANCES

	Q1 2018
Wayne CD's	2,000,000.00
ESSA Funding & Checking*	655,802.23
Penn Vest Grant**	0.00
<b>Total</b>	<b>2,655,802.23</b>

\* From balance sheet

\*\*Account closed on 2/2018 and balance moved to the sewer construction funding account



**pennsylvania**  
DEPARTMENT OF LABOR & INDUSTRY  
STATE WORKERS' INSURANCE FUND

RECEIVED

MAY 7 - 2018

POCONO TOWNSHIP

Pocono Township Board of Supervisors  
P O BOX 197  
TANNERSVILLE, PA 18372

Policy Number: 06171162  
Date of Invoice: 05/01/2018  
>>>Payment Due: 05/26/2018  
Amount Due: \$15,688.00



Write Amount Paid

Please return this portion with your payment.



Please retain this portion for your records.

Policy #: 06171162

Date of Invoice: 05/01/2018

Previous Balance

\$0.00

Post Date	Description	Eff Date	Exp Date	Amount
04/06/2018	Audit Premium	01/01/2017	01/01/2018	\$15,426.00
04/06/2018	Audit Assessment	01/01/2017	01/01/2018	\$262.00

01,483.195

Amount Due

\$15,688.00

Please note that all current charges must be received at SWIF by the Payment Due date. Payments or credits received after that date will cause your policy to go into a Pending Cancel status. Payments made to a broker of record/agency do not represent a payment made to SWIF.

State Workers' Insurance Fund (SWIF) no longer accepts cash as a form of payment. Please make check(s) and/or money order(s) payable to SWIF.

To ensure timely processing of your payment, please use black or blue ink.

When you provide a check as payment, you authorize State Workers' Insurance Fund (SWIF) to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

For Information call: Underwriting: (570) 963-4635, Accounting: (570) 963-4611 or Auditing: (570) 963-4635.

Copy To: EHD

Be advised that your policy with the State Workers' Insurance Fund expired on

SWIF - POL102D

Department of Labor & Industry | State Workers' Insurance Fund | 100 Lackawanna Avenue  
P.O. Box 5100 | Scranton, PA 18505-5100 | 570-963-4635 | [www.dli.pa.gov/swif](http://www.dli.pa.gov/swif)

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program



# pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

STATE WORKERS' INSURANCE FUND

## FINAL AUDIT DETAIL

Invoice Date: 05/01/2018

Policy #: 06171162 Pocono Township Board of Supervisors

Policy Period: 01/01/2017 to 01/01/2018

Code No.	Description	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 Of Remuneration	Estimated Annual Premium
0951	SALESPERSON - OUTSIDE Eff: 01/01/2017 Exp: 01/01/2018	0	.92	0
0953	OFFICE Eff: 01/01/2017 Exp: 01/01/2018	306,512	.36	1,103
0980	CITY, TOWNSHIP, BOROUGH Eff: 01/01/2017 Exp: 01/01/2018	438,479	12.55	55,029
0985	POLICE OR FIREFIGHTERS - SALARIED Eff: 01/01/2017 Exp: 01/01/2018	1,504,923	9.93	149,439
0994	FIREFIGHTER - VOLUNTEER FIRE CO. PER SIZE Eff: 01/01/2017 Exp: 01/01/2018	1	28921.93	28,922
9807	Commercial Employers Liability Increased Limits Premium Eff: 01/01/2017 Exp: 01/01/2018	234,493	1.10	2579

	Premium		237,072
	Experience Modifiable Premium		237,072
9898	Experience Modification of	1.1220	28,923
9889	Schedule Modification of	1.2500	66,499
0064	Premium Discount - PCRB		39,649
9740	Commercial Terrorism Premium	.0600	1,350
9741	Commercial Catastrophe (Other Than Certified Acts of Terrorism) Premium	.0300	675
	Annual Premium		294,870
0938	Audit Employer Assessment - PCRB	1.0170	5,013
	Total Annual Premium and Assessment		299,883

Amount Previously Billed: \$284,195.00

Final Audit Amount Due: \$15,688.00

State Workers' Insurance Fund (SWIF) no longer accepts cash as a form of payment.  
Please make check(s) and/or money order(s) payable to SWIF.

SWIF - POL104B

Department of Labor & Industry | State Workers' Insurance Fund | 100 Lackawanna Avenue  
P.O. Box 5100 | Scranton, PA 18505-5100 | 570-963-4635 | [www.dli.pa.gov/swif](http://www.dli.pa.gov/swif)  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program

## **Pension Plans Compensation Language**

### **CURRENT DEFINITION**

"COMPENSATION" means compensation reportable as wages, tips and other compensation on Federal Form W-2 as required by sections 6041, 6051 and 6052 of the code, including overtime, comp. time, and longevity, but excluding severance payments, accrued vacation payment, accrued sick days payment, and similar non-recurring compensation. Compensation shall include only that compensation which is actually paid to the Participant during the applicable period.

### **RECOMMENDED CHANGES TO DEFINITION**

"COMPENSATION" means compensation reportable as wages, tips and other compensation on Federal Form W-2 as required by sections 6041, 6051 and 6052 of the Code, including overtime, comp. time and longevity, but excluding severance payments, unused vacation buyouts, unused sick days buyouts, holiday buyouts, comp. time buyouts, Group Term Insurance, reimbursement for uniform allowances, and similar non-recurring compensation. Compensation shall include only that compensation which is actually paid to the Participant during the applicable period.

**POCONO TOWNSHIP**  
**Tuesday, May 15, 2018**

## **SUMMARY**

**Ratify**

General Fund	\$	77,761.96
Sewer Operating	\$	299.75
Sewer Construction	\$	-
Capital Reserve	\$	-

**Bill List**

TOTAL General Fund	\$	179,597.60
TOTAL Sewer <u>OPERATING</u> Fund	\$	101,413.49
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	33,396.00

<b><u>Budget Adjustments</u></b>	\$	-
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<b><u>Budget Appropriations</u></b>	\$	-
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**Notes:**



# POCONO TOWNSHIP CHECK LISTING

## Tuesday, May 15, 2018

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>General Fund</b>				
05/10/2018	57045	NATIONWIDE 457 PLAN	PAY 9 CONTRIBUTIONS	2,714.53
05/10/2018	57046	Acroprint Time Recorder Co.	Time Clocks - April	56.00
05/10/2018	57047	American Computing Services	Cable for copier	135.00
05/10/2018	57048	ARGS Technology, LLC	IT Services - Police/Twp	3,923.00
05/10/2018	57049	B&B Real Estate General Partnership	Refund prior year Taxes	892.11
05/10/2018	57050	Belvin, Jerrod	Training Mileage/PSATS room balance	296.18
05/10/2018	57051	BIU of PA, Inc.	ZO/SEO/Permits	34,916.20
05/10/2018	57052	Brodhead Creek Regional Authority	Water	177.08
05/10/2018	57053	Cardmember Service	MSLicenses/Worksessions	356.75
05/10/2018	57054	Cardmember Service	.GOV registration/PW's Cones	624.95
05/10/2018	57055	Cardmember Service	Amazon/Safe Kids/Training expenses	791.23
05/10/2018	57056	Dunne Manning Stores, LLC	Car Washes	28.00
05/10/2018	57057	Eureka Stone Quarry, Inc.	Surge	2,538.04
05/10/2018	57058	Flamm, Walton Heimback & Lamm, PC	Labor Law	6,076.00
05/10/2018	57059	Francis Smith & Sons Inc	UST Operator - Admin	250.00
05/10/2018	57060	Fry's Plastic	Piping	378.00
05/11/2018	57061	Teamster Local 773 - Non-Uniform	016346990-01/MAY DUES	425.00
05/11/2018	57062	Teamster Local 773 - Police	016346990-02/MAY DUES	1,142.00
05/11/2018	57063	AFLAC	INV 506512	291.26
05/11/2018	57064	Unum Life Insurance	E0316406	1,797.22
05/11/2018	57065	Brodhead Creek Regional Authority	Sewer	176.99
05/11/2018	57066	D.G. Nicholas Co.	Shop Supplies	37.50
05/11/2018	57067	Gotta Go Potties, Inc	Rental - 03/28 to 04/25/2018	85.00
05/11/2018	57068	Goucher, Shawn	Uniform Allowance - Case	176.45
05/11/2018	57069	Highmark Inc.	Administration Fee - April	89.10
05/11/2018	57070	J. P. Mascaro & Sons	Mt. View Garbage	46.34
05/11/2018	57071	MCIDA	Sanofi TIF	22,622.20
05/11/2018	57072	Metropolitan Telecommunications	Phones - Police	306.36

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
05/11/2018	57073	Metropolitan Telecommunications	Phones - Park/Twp	584.38
05/11/2018	57074	Otto, Jamie Lynn	Cleaning - 05/03 to 05/10	550.00
05/11/2018	57075	PAPCO, Inc.	Diesel/Gasoline	3,353.86
05/11/2018	57076	Papke's Custom Repairs	Berettas, trace grips, transfer fees	5,625.00
05/11/2018	57077	PMHIC	Health Insurance - June	54,821.62
05/11/2018	57078	Pocono Farmstand & Nursery	Magnolia Tree for Park	104.25
05/11/2018	57079	Pocono Garden Club	Refund for taxes paid - Magnolia Tree - Park	6.25
05/11/2018	57080	Pocono Management Associates LLC	Contracted Services 04/23 to 04/29/2018	33.67
05/11/2018	57081	PPL Electric Utilities	Twp/Park/Traffic Signals	2,211.39
05/11/2018	57082	Praxair Dist Mid-Atlantic	Cylinder Rental	25.64
05/11/2018	57083	Prosser Laboratories, Inc.	Water Testing - TLC/Mt. View	320.00
05/11/2018	57084	Recyle Logistics and Transport LLC	Spring Cleanup - Tires	497.00
05/11/2018	57085	Royal Security Services, Inc	Trouble Shoot camera	15.00
05/11/2018	57086	Rubin, Barth	Refund for application	25.00
05/11/2018	57087	Sparkle Car Wash	Vehicle Wash and interior clean	12.00
05/11/2018	57088	Staples Business Credit	Office Supplies	154.09
05/11/2018	57089	State Workers Insurance Fund	2017 Audit Premium	15,688.00
05/11/2018	57090	Steele's Hardware	Supplies	398.37
05/11/2018	57091	Stroudsburg Electric Motor Service	Lights	93.99
05/11/2018	57092	STTC Service Tire Truck Centers, INC.	Tires - Hudson Trailer	329.04
05/11/2018	57093	The Pennsylvania State University	Training - Ackerman - Rath	900.00
05/11/2018	57094	Tulpehocken Mountain Spring Water Inc	Water	94.50
05/11/2018	57095	UNIFIRST Corporation	Carpet/Uniforms	128.84
05/11/2018	57096	Waste Management of Pennsylvania, Inc.	Twp. Dumpster	599.82
05/11/2018	57097	Wilson Products Compressed Gas Co.	Supplies	7.00
05/11/2018	57098	Witmer Public Safety Group	Ammo	3,391.94
05/11/2018	57099	Wittel, Jason	Road Signs lettering	165.00
05/11/2018	57100	Zelenkofske Axelrod LLC	2017 Audit	3,500.00
05/11/2018	57101	DES	Recycling	30.00
05/11/2018	57102	Broughal & DeVito, L.L.P.	Legal - Twp/Police/Planning	4,583.46
<b>TOTAL General Fund \$</b>				<b>179,597.60</b>

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>Sewer Operating Fund</b>				
05/11/2018	2147	BRODHEAD CREEK REGIONAL AUTHORITY	WATER USAGE SEWER PUMP STATIONS	272.80
05/11/2018	2148	BLUE RIDGE COMMUNICATIONS	PHONE/INTERNET PUMP STATION	120.92
05/11/2018	2149	BRODHEAD CREEK REGIONAL AUTHORITY	O & M COST JUNE	84,015.00
05/11/2018	2150	BROUGHAL & DEVITO, L.L.P.	LEGAL FEES/PROFESSIONAL SERVICES	255.00
05/11/2018	2151	Cramer, Swetz, McManus & Jordan	LEGAL FEES/PROFESSIONAL SERVICES	231.00
05/11/2018	2152	EEMA O&M Services Group, Inc.	SEWER OPERATIONS & MAINTENANCE FOR MAY 2018	5,904.90
05/11/2018	2153	ESSA Bank & Trust	LEGAL FEES/PROFESSIONAL SERVICES	2,862.00
05/11/2018	2154	LRM, Inc	ANNUAL CALIBRAITONS FOR PUMP SATIONS 1 - 5 MAGMETER	960.60
05/11/2018	2155	METROPOLITAN TELECOMMUNICATIONS	UTILITIES SEWER PUMP STATIONS	60.93
05/11/2018	2156	ONYX VALVE CO	EQUIPMENT REPAIR	325.00
05/11/2018	2157	PA One Call System, Inc	SEWER MAPPING	87.11
05/11/2018	2158	Pocono Management Associates LLC	CONTRACTED SERVICES 4/23/2018-5/6/2018	2,448.25
05/11/2018	2159	PPL Electric Utilities	UTILITIES SEWER PUMP STATIONS	2,569.98
05/11/2018	2160	Prosser Laboratories, Inc.	PA ONE CALL MARKING MARCH 2018	1,300.00
<b>TOTAL Sewer Operating</b>				<b>\$ 101,413.49</b>

**Sewer Construction Fund**

<b>TOTAL Sewer Construction Fund</b>					<b>\$ -</b>
<b>Capital Reserve Fund</b>					
05/11/2018	201	DAVIDHEISER'S	EQUIPMENT FOR NEW CARS	\$	310.00
05/11/2018	202	NEW HOLLAND AUTO GROUP	F150 POLICE SSV 2018 TRUCK	\$	32,499.00
05/11/2018	203	STOPSTICK	EQUIPMENT FOR NEW CARS	\$	587.00
<b>TOTAL Capital Reserve Fund</b>					<b>\$ 33,396.00</b>

Date      Check      Vendor      Memo      Amount

**ESSA**

TOTAL General Fund	\$	179,597.60		
TOTAL Sewer Construction Fund	\$	-		
TOTAL ESSA TRANSFER	\$	179,597.60	Transferred by:	

**Wayne Bank**

Sewer Operating	\$	101,413.49		
Capital Reserve	\$	33,396.00	Authorized by:	
TOTAL WAYNE TRANSFER	\$	134,809.49		

**POLICE REPORT FOR APRIL 2018**

The following are the recorded activities of the Pocono Township Police Department for the month of April 2018. Also listed are the available recorded activities for 2018 year to date.

	April 2018	Y-T-D 2018	March 2018	
Incidents Investigated	853	3279	944	
Burglary / Fire Alarms Answered	70	281	83	
Motor Vehicle ACC	37	202	53	
Assaults	11	20	3	
Narcotics	5	23	3	
Criminal Arrests	27	92	19	
Theft	16	67	17	
DUI alcohol/drug impaired	17	45	9	
Mental Health	6	24	9	
Vehicle Reports	1	6	0	
Death Investigations	0	5	2	
Assisting other agencies	44	156	42	
Missing Persons	1	4	0	
Traffic Citations Issued	93	293	89	
Written Warnings	189	675	188	
Traffic & Parking issues	28	134	52	
911 Hang-up Calls	63	318	95	

Mileage all Vehicles: 11,983

Income from Report Fees: \$509.00

Income from Report Fees: \$521.60



*"Onward and Upward with Leeward"*

9 Collan Park  
Honesdale, Pennsylvania 18431-9655  
Phone: (570) 253-4090  
Fax: (570) 253-4346  
Engineering Fax: (570) 253-4581  
[www.leewardconstruction.com](http://www.leewardconstruction.com)

May 1, 2018

Pocono Township  
Police Department  
110 Township Drive  
Tannersville, PA 18372

Attention: Chief Kent Werkheiser

RE: SR611 Pocono Township Construction Project

Chief Werkheiser,

As discussed with our Superintendent, Leeward would like to procure Pocono Township Police services for the purposes of traffic control on our SR611 project.

We have entered into similar agreements with both municipal and State Police in the past and if agreeable to the Township, we will enter into a services agreement with your department. Essentially, our Superintendent would contact you or your assigned designee to schedule a police officer/patrol car in advance, specific lead times would be up to you. Although the fluid nature of our project will necessitate varying times, we are planning towards having a police officer/patrol car on site for 3-4 hours at a time for specific work activities.

If you find this request acceptable, please forward a proposed contract/purchase agreement with terms & conditions to us for review. Thank you in advance for your consideration and assistance.

Regards,

A handwritten signature in cursive script that reads 'Patrick S. Hearn'.

Patrick S. Hearn, CCM  
Project Manager

cc: Aaron Pickarski; Danny McConnell; Gary Linde



**Boucher & James, Inc.**  
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY

INNOVATIVE ENGINEERING

Fountainville Professional Building  
1456 Ferry Road, Building 500  
Doylestown, PA 18901  
215-345-9400  
Fax 215-345-9401

2738 Rimrock Drive  
Stroudsburg, PA 18360  
570-629-0300  
Fax 570-629-0306

559 Main Street, Suite 230  
Bethlehem, PA 18018  
610-419-9407  
Fax 610-419-9408

[www.bjengineers.com](http://www.bjengineers.com)

April 11, 2018

Donna Asure, Township Manager  
Pocono Township  
112 Township Drive  
P.O. Box 197  
Tannersville, Pennsylvania 18372

**SUBJECT: KOPELSON TRACT – LOT CONSOLIDATION & MINOR SUBDIVISION PLAN  
RECORD PLAN REVIEW NO. 1  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA  
PROJECT NO. 1130255D**

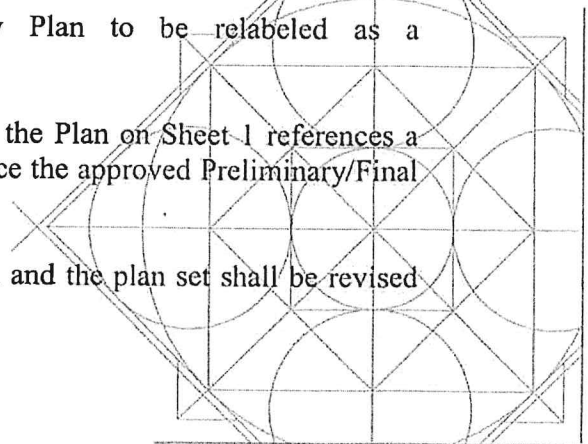
Dear Ms. Asure:

Pursuant to the Township's request, we have completed our review of the above referenced project in preparation of plan recordation. The submitted information consists of the following items:

- Correspondence from Pocono Township dated May 21, 2015, including Resolution No. 2015-42 dated May 18, 2015.
- Preliminary Subdivision Plans (3 sheets) prepared by Gilmore & Associates, Inc., dated August 26, 2011, revised January 17, 2018.

Based on our review of the above information, we offer the following comments.

1. Resolution No. 2015-42 states, in part, that the "Plan shall be recorded within twelve (12) months of Conditional final plan approval". Conditional approval was received under Resolution No. 2015-42 dated May 18, 2015, and additional action is necessary by the Board of Commissioners prior to plan recordation.
2. Resolution No. 2015-42 requires the Preliminary Plan to be relabeled as a Preliminary/Final Plan.
3. The Certificate of Ownership & Acknowledgement of the Plan on Sheet 1 references a Land Development Plan and must be revised to reference the approved Preliminary/Final Lot Consolidation and Minor Subdivision Plan.
4. One (1) set of signature blocks on Sheet 1 is adequate, and the plan set shall be revised accordingly.

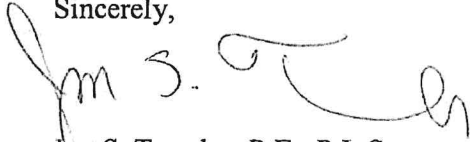


Donna Asure, Pocono Township  
Kopelson Minor Subdivision Record Plan Review No. 1  
April 11, 2018  
Page 2

In addition, we have been provided a copy of the escrow account which is in the amount of \$425.39. We recommend the Township request the Applicant to replenish the account to an amount of \$1,000. Any remaining monies may be returned to the Applicant upon plan recordation and payment of all fees.

If you should have any questions regarding the above comments, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon S. Tresslar", with a stylized flourish at the end.

Jon S. Tresslar, P.E., P.L.S.  
Township Engineer

JST/mep/cg

cc: Pocono Township Board of Commissioners  
Pam Tripus – Township Secretary  
Michael Tripus – Township Zoning Officer  
Leo DeVito, Esquire – Township Solicitor  
Lisa Pereira, Broughal & DeVito, LLP  
Sean Policelli, P.E. – Gilmore & Associates, Inc.  
Sheldon Kopelson – Applicant/Property Owner  
Melissa E. Prugar, P.E. – Boucher & James, Inc.



**Boucher & James, Inc.**  
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY

INNOVATIVE ENGINEERING

Fountainville Professional Building  
1456 Ferry Road, Building 500  
Doylestown, PA 18901  
215-345-9400  
Fax 215-345-9401

2738 Rimrock Drive  
Stroudsburg, PA 18360  
570-629-0300  
Fax 570-629-0306

559 Main Street, Suite 230  
Bethlehem, PA 18018  
610-419-9407  
Fax 610-419-9408

[www.bjengineers.com](http://www.bjengineers.com)

April 26, 2018

Donna Asure, Township Manager  
Pocono Township  
112 Township Drive  
P.O. Box 197  
Tannersville, Pennsylvania 18372

**SUBJECT: KOPELSON TRACT – LOT CONSOLIDATION & MINOR SUBDIVISION PLAN  
RECORD PLAN REVIEW NO. 2  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA  
PROJECT NO. 1130255D**

Dear Ms. Asure:

Pursuant to the Township's request, we have completed our second review of the above referenced project in preparation of plan recordation. The submitted information consists of the following items:

- Preliminary Subdivision Plans (3 sheets) prepared by Gilmore & Associates, Inc., dated August 26, 2011, revised April 17, 2018.

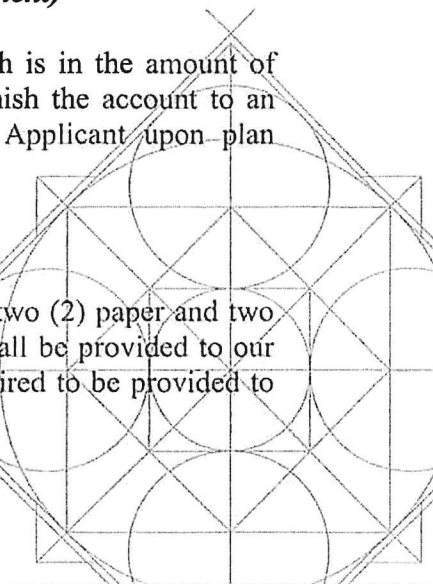
Based on our review of the above information, we offer the following comments.

1. Resolution No. 2015-42 states, in part, that the "Plan shall be recorded within twelve (12) months of Conditional final plan approval". Conditional approval was received under Resolution No. 2015-42 dated May 18, 2015, and additional action is necessary by the Board of Commissioners prior to plan recordation. *(Previous Comment)*

In addition, we have been provided a copy of the escrow account which is in the amount of \$425.39. We recommend the Township request the Applicant to replenish the account to an amount of \$1,000. Any remaining monies may be returned to the Applicant upon plan recordation and payment of all fees.

We have no further plan revision comments.

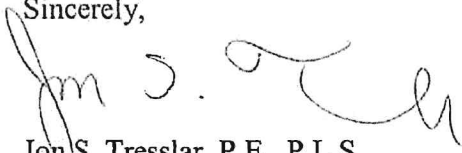
Upon action by the Board of Commissioners, the Applicant shall submit two (2) paper and two (2) mylar plan sets to the Township, and one (1) signed PDF plan set shall be provided to our office. Upon recordation, a recording receipt and electronic copy is required to be provided to the Township.



Donna Asure, Pocono Township  
Kopelson Minor Subdivision Record Plan Review No. 2  
April 26, 2018  
Page 2

If you should have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon S. Tresslar", written over the printed name.

Jon S. Tresslar, P.E., P.L.S.  
Township Engineer

JST/mep/cg

cc: Pocono Township Board of Commissioners  
Pam Tripus – Township Secretary  
Michael Tripus – Township Zoning Officer  
Leo DeVito, Esquire – Township Solicitor  
Lisa Pereira, Broughal & DeVito, LLP  
Sean Policelli, P.E. – Gilmore & Associates, Inc.  
Sheldon Kopelson – Applicant/Property Owner  
Melissa E. Prugar, P.E. – Boucher & James, Inc.

**TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2015-42**

**A RESOLUTION GRANTING CONDITIONAL APPROVAL OF THE LANDS OF  
SHELDON KOPELSON MINOR SUBDIVISION PLAN**

**WHEREAS**, the applicant, Sheldon Kopelson, submitted a minor subdivision plan application titled "Minor Subdivision Plan, Lands of Sheldon Kopelson" (the "Plan"). The Plan proposes to consolidate five (5) existing lots, and subsequently subdivide the resultant consolidated tract into three (3) lots. Lot 1 is 2.961 acres (gross). Lot 2 is 29.211 acres (gross). Lot 3 is 52.474 acres (gross). Lot 1 is located in the R-2 Medium Density Residential District. Lots 2 and 3 are located in the C Commercial District. The property is identified as Monroe County Tax Parcel I.D.'s 12/7/1/6-4, 12/7/1/9, 12/7/1/6-3, 12/7/1/8 and 12/93971, PIN Numbers 12637300307295, 12637303207515, 12637303300133, 12637303208362 and 12637303206726; and

**WHEREAS**, the Township Engineer has reviewed the Plan and offered comments in his letter dated April 23, 2015; and

**WHEREAS**, the Pocono Township Planning Commission recommended the conditional preliminary/final plan approval of the Plan at a meeting held on April 27, 2015; and

**WHEREAS**, the Pocono Township Board of Commissioners desires to take final action on this Plan.

**NOW THEREFORE BE IT HEREBY RESOLVED** by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania:

That the following requests for modification from the Subdivision and Land Development Ordinance are hereby granted:


1. SALDO Section 3.212 (Ordinance 121), *provisions for Common Open Space, Recreation Areas, and In Lieu of Fess shall be satisfied*. Deferral to allow this requirement to be met at the time land development plans for the three lots are submitted.
2. SALDO Section 3.209.B, *steep slope easements shall be defined for each lot and steep slope easements shall be addressed*. Deferral to allow this requirement to be met at the time land development plans for the three lots are submitted.

That the "Minor Subdivision Plan, Lands of Sheldon Kopelson" as shown on the minor subdivision plan prepared by prepared by Gilmore & Associates, Inc., dated August 26, 2011, last revised October 13, 2013, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

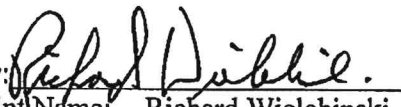
1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer's letter dated April 23, 2015, as modified by the Planning Commission on April 27, 2015.
2. The applicant shall relabel the plan to state that it is both a Lot Consolidation Plan and a Minor Subdivision Plan.
3. The applicant shall be permitted to depict the right-of-way as shown on the Plan.
4. The applicant shall pay all necessary fees associated with the Plan, including but not limited to any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
5. The applicant shall obtain all required permits and approvals from other governmental agencies prior to presenting the Plan for signatures.
6. The applicant shall provide three (3) mylars for recording the plans and eight (8) sets of paper prints which are signed and notarized by the owner and sealed by the engineer.
7. The applicant shall meet all conditions of the final plan approval, and Plan shall be recorded within twelve (12) months of Conditional final plan approval, and agrees that if such conditions are not met, the Conditional final plan approval will be considered void.
8. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the application is denied.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 18th day of May, 2015.

ATTEST:

By:   
Print Name: Pamela Finkbeiner  
Title: Secretary

Township of Pocono  
Board of Commissioners

By:   
Print Name: Richard Wielebinski  
Title: President



**Boucher & James, Inc.**  
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY  
INNOVATIVE ENGINEERING

Fountainville Professional Building  
1456 Ferry Road, Building 500  
Doylestown, PA 18901  
215-345-9400  
Fax 215-345-9401

2738 Rimrock Drive  
Stroudsburg, PA 18360  
570-629-0300  
Fax 570-629-0306

559 Main Street, Suite 230  
Bethlehem, PA 18018  
610-419-9407  
Fax 610-419-9408

[www.bjengineers.com](http://www.bjengineers.com)

May 1, 2018

Ms. Donna Asure, Manager  
Pocono Township  
112 Township Drive  
Tannersville, PA 18372

**SUBJECT: UGI GAS MAIN INSTALLATION  
POCONO TOWNSHIP, SEWER SYSTEM  
PROJECT NO. 1731016**

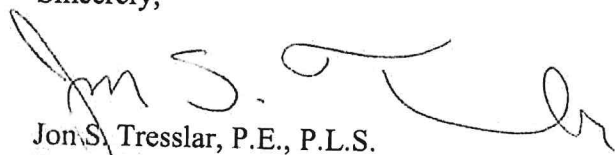
Dear Ms. Asure:

At the request of the Township we have reviewed the plans provided by Borton Lawson for the installation of UGI gas mains along State Route 0611 in the Township, as depicted on plans entitled "Minor Modification to NPDES Permit Number PAI24516004", not dated, with a signed date by the Engineer of July 24, 2017. The Township's concern was how this proposed work may impact the Township's sewage collection and conveyance systems.

The project proposes to install approximately 12,140 feet of gas main in SR 0611 starting at Sanofi and extending down to just north of the Great Wolf Lodge driveway. The proposed line does not directly impact Township sewage facilities. However, it does cross Township lines at 9 locations. In these crossing locations there is adequate room for the proposed gas main to either go over, or under, the Township's sewer mains. We do however recommend that the Township observe the construction at the crossings to ensure the integrity of the sewage lines is maintained.

We anticipate that the total time to cross the Township's line would be 4 hours per location, plus report and administrative time, or, a total cost of up to \$4,000.00 for the project. Please let us know if the Commissioner's desire our involvement in this project.

Sincerely,

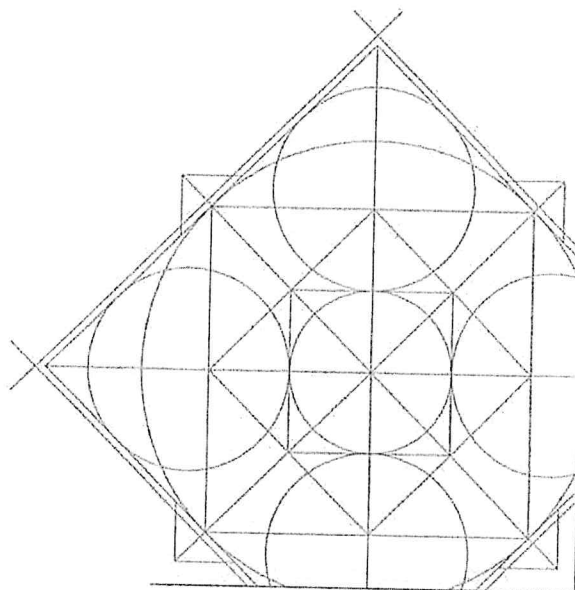
  
Jon S. Tresslar, P.E., P.L.S.  
Township Engineer

JST/MEG/cg

cc: Pat Briegel, Pocono Township

Enclosure

S:\2017\1731016\Documents\Correspondence\Ltr UGI DAsure 5-1-18.docx





**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

RECEIVED

MAY 8 - 2018

POCONO TOWNSHIP

MAY 8 - 2018

POCONO TOWNSHIP

May 3, 2018

Shri Yog, Inc.  
c/o Bharat Pandya  
RR 2 Box 599 Route 611N  
Tannersville, PA 18372

Re: ECB-Storage Tanks Program  
SCR Alternative Timeframe Approval Letter  
Exxon Mini Mart  
Facility ID #: 45-32649  
Incident#(s): #47125, #47212  
2909 Route 611  
Pocono Township, Monroe County

Dear Bharat Pandya:

The Department of Environmental Protection (Department) has reviewed your April 20, 2018 request for an alternative time frame for submitting a complete Site Characterization Report (SCR) for the release incident(s) referenced above.

Based on the information submitted, the request is approved. The SCR is due on or before July 24, 2018. Failure to submit the SCR by July 24, 2018 may result in enforcement action by the Department, which can include civil penalty assessment and/or suspension of an operating permit.

If you have any questions, then please contact me either by telephone at (570) 826-2324 or through e-mail to [susathomas@pa.gov](mailto:susathomas@pa.gov).

Sincerely,

Susan E. Thomas  
Environmental Protection Compliance Specialist  
Environmental Cleanup & Brownfields Program

cc: Pocono Township, Monroe County  
United Environmental Services, Inc./Mr. Thomas Kelly, P.G.  
USTIF

**POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 2018 – \_\_\_\_**

**AN ORDINANCE FOR THE PURPOSE OF ESTABLISHING AN AMUSEMENT TAX IN THE TOWNSHIP OF POCONO, INCLUDING DEFINING AMUSEMENT AND THE IMPOSITION OF THE TAX; PROVIDING FOR REGISTRATION BY PRODUCERS OF AMUSEMENTS; PROCEDURES FOR COLLECTION OF THE TAX FROM PRODUCERS OF THE AMUSEMENTS; PROVIDING FOR THE FILING OF REPORTS AND PAYMENT OF THE TAX BY PRODUCERS OF AMUSEMENTS; INDICATING PENALTIES AND DETERMINATION BY THE TOWNSHIP OF THE AMOUNT OF TAX DUE, INCLUDING AUTHORITY FOR THE TOWNSHIP TO ESTIMATE TAXES WHEN PRODUCERS HAVE NOT MADE A REPORT; DISPOSITION OF TAXES, INTEREST AND PENALTIES; PRESCRIBING PENALTIES FOR VIOLATIONS; AND PROVIDING FOR THE COLLECTION AND DISPOSITION OF MONIES COLLECTED.**

**BE IT ENACTED AND ORDAINED**, by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, and it is hereby **ENACTED AND ORDAINED** by virtue of the activity of the General Assembly of the Commonwealth of Pennsylvania known as the “First Class Township Code, as amended”, as follows:

**SECTION 1. SHORT TITLE**

This Ordinance shall be known as the “Pocono Township Amusement Tax Ordinance.”

**SECTION 2. PURPOSE**

This Ordinance is to provide for general revenue purposes by way of the levying, assessment and collection of taxes imposed upon any facility which charges an admission within Pocono Township.

**SECTION 3. AUTHORITY FOR ENACTMENT**

This Ordinance is enacted under authority of the Local Tax Enabling Act, P.L. 1257, No. 511, December 31, 1965, 53 P.S. 56901 et seq., as hereafter amended, supplemented, modified or re-enacted by the General Assembly of Pennsylvania.

**SECTION 4. DEFINITIONS**

- A. ADMISSION - a monetary charge of any character whatsoever, including but not limited to donations, contributions, the price of season tickets, or parking fees, charged or paid by persons for the privilege of attending or engaging in amusements as defined below.

- B. AMUSEMENT - all manner and forms of entertainment, subject to tax as set forth in the Local Tax Enabling Act, including but not limited to theatrical performances, concerts, circuses, carnivals, side shows, all forms of entertainment at fairgrounds and amusement parks, waterparks, floor shows, dancing exhibitions, trade shows, craft shows, art shows and exhibitions, sporting events, any and all forms of live entertainment, and all other forms of diversion, sport, recreation or pastime for which admissions charges are obtained from the general public or a limited or selected number thereof, directly or indirectly. Except, however, the following shall not be subject to the tax: fees charged as rentals for real property to be used for camping purposes; admissions to motion picture theaters; and, any other activities exempted from tax liability in the Local Tax Enabling Act.
- C. ASSOCIATION - any partnership, limited partnership or other form of unincorporated enterprise.
- D. PERSON - any natural person or persons, partnership, association, joint venture, or corporation. Whenever used in any clause prescribing and imposing a penalty, the term "person" as applied to a partnership or association shall mean the partners or members thereof, and as applied to a corporation, the officers or agents thereof. If applicable, the singular shall include the plural; the plural shall include the singular; and the masculine shall include the feminine.
- E. PLACE OF AMUSEMENT - any place, indoors or outdoors, partly or wholly within the Township, where the general public, or a limited or selected number thereof, may, upon payment of admission, attend or engage in any amusement as defined herein.
- F. PRODUCER - any person or association as defined above, conducting any place of amusement.
- G. SECRETARY - the Secretary of Pocono Township, Monroe County, Pennsylvania, which shall include any duly appointed agents.
- H. TOWNSHIP - the Township of Pocono, Monroe County, Pennsylvania.

## **SECTION 5. IMPOSITION OF TAX**

A tax is hereby levied, assessed and imposed, for general Township purposes, upon the admission to any amusement within the Township, at the rate of five percent (5%) of the admission charged and collected, such tax to be paid by the person charged or paying the admission. Provided, where no fixed admission is charged, the tax shall be paid upon the gross amount collected, and shall be paid by the producer, if not paid by the person charged or paying such admission.

## **SECTION 6. REGISTRATION BY PRODUCERS**

- A. On and after the effective date of this Ordinance, every producer who at that time is conducting and every person who thereafter begins to conduct any amusement within the Township shall register with the Secretary.
- B. The registration shall be for permanent amusements (those conducted at one (1) location in excess of one (1) month) or temporary amusements (those conducted at one (1) location for a period of one (1) month or less than one (1) month), as the case may be, and each shall be made upon a form prescribed, prepared and furnished by the Township, and shall set forth the name under which the producer conducts or intends to conduct the amusement, whether the amusement is permanent or temporary, the location of the amusement, the type of amusement, and such other information as the Township may require. If the producer has or intends to have more than one (1) place of amusement within the Township, the producer shall register the places of amusement and shall state the location of each. In the case of a registration for a temporary amusement or for a temporary place of amusement, the producer shall also state the date or dates and length of time the amusement is to be conducted at each place, and the name and address of the owner, lessee or custodian of the premises upon which that amusement is to be conducted. If the producer is an association or a corporation, the names and addresses of the principal officers thereof, and any other information prescribed by the Township for purposes of identification must be given. The registration shall be signed and verified by oath or affirmation by the producer, if a natural person, and in the case of a corporation, by an executive officer, or some person specifically authorized to sign the registration, to which shall be attached the written evidence of the person's authority.
- C. Upon completion of any registration form by a producer or the proper officer or agent, the Township through its representative shall issue to that producer an annual or a temporary registration certificate for each of the producer's places of amusement within the Township. The registration certificates shall not be assignable and shall be valid only for the producer in whose name the certificate was issued and for the conduct of amusements at the place designated in the certificate, and shall at all times be conspicuously displayed at the places for which issued. All registration certificates for permanent amusements shall expire on December 31 of the calendar year for which they are issued. Registration certificates for temporary amusements shall expire at the time specified on the certificate.
- D. Every producer conducting a permanent amusement shall register that amusement prior to commencing operations, and annually with the Township before January 1st of each year.

## **SECTION 7. COLLECTION BY PRODUCERS**

- A. Producers shall collect the tax imposed by this Ordinance and shall be liable to the Township, as agents thereof, for the payment of the tax to the Township or its designated representative.

- B. Where any temporary amusement is conducted by any person who is not the owner, lessee or custodian of the place of amusement, or where any temporary amusement is, after the effective date of this Ordinance permitted by the owner, lessee or custodian of any place, to be conducted without its being registered with the Township as required by this Ordinance, the collection of the tax imposed by this Ordinance shall be the responsibility of the owner, lessee or custodian of the place where the amusement is held or conducted and shall be collected and paid by the owner, lessee or custodian, unless collected and paid by the producer conducting the amusement.
- C. Where any producer shall begin to conduct a permanent amusement after the effective date of this Ordinance and that producer is not the owner of the place where the permanent amusement is to be conducted or where the owner of any place permits a producer to begin to conduct a permanent amusement at that place after the effective date of this Ordinance without its being registered with the Township as required by Section 5 of this Ordinance, the collection of the tax imposed by this Ordinance shall be the responsibility of the owner of the place where the permanent amusement is conducted and shall be collected and paid by the owner unless collected and paid by the producer conducting the permanent amusement.

## **SECTION 8. REPORTS AND PAYMENT OF TAXES**

- A. For the purpose of ascertaining the amount of tax collected and payable by the producers to the Township, it shall be the duty of every producer, except as provided in Section 8(B) below, conducting a place of amusement, on or before the tenth (10<sup>th</sup>) day of each month, to transmit to the Township or its representative on forms prescribed and prepared by the Township, a report of the amount of the tax collected by the producer during the preceding month.
- B. Every producer conducting a temporary amusement shall file a report with the Township or its representative promptly after each performance as directed at the time of registration.
- C. All reports required under this Section shall show the information prescribed by the Township.
- D. All taxes hereunder shall be recoverable as other debts of like amounts are by law recoverable.
- E. Every producer, at the time of making every report required by this Ordinance, shall compute and pay to the Township or its representative, the taxes collected by the producer and due to the Township during the period for which the report is made. Provided, however, that the producer may deduct from the amount collected a two percent (2%) discount if the report is filed and the tax is paid on or before the date when payment is due. The amount of all taxes imposed under this Ordinance, in the case of places of permanent amusement, shall be due and payable on the tenth (10<sup>th</sup>) day of

the next succeeding month, and in the case of every temporary amusement, shall be due and payable on the day the reports in those cases are required to be made under this Section, and all such taxes shall bear interest at the rate of one-half of one percent (1/2%) per month, or fractional part of a month, from the date they are due and payable, until paid.

## **SECTION 9. PENALTY**

In addition to any other penalties which may be assessed for violation of this Ordinance, if any producer shall neglect or refuse to make any report and payment as required by this Ordinance, an additional one hundred dollars (\$100.00) or ten percent (10%), whichever is larger, of the amount of the tax shall be added and collected.

## **SECTION 10. AUTHORITY OF TOWNSHIP TO DETERMINE TAX DUE WHEN NOT SATISFIED**

If the Township or its representative is not satisfied with the report and payment of the tax made by any producer under the provisions of this Ordinance, the Township representative is hereby authorized and empowered to make determination of the tax due by that producer, based upon the facts contained in the report, or upon any information within the Township's possession, or that comes into the Township's possession, and for this purpose the Township or its representative is hereby authorized to examine the books, paper tickets, ticket stubs and records of any producer taxable under this Ordinance, in order to verify the accuracy of any report or payment made under the provisions of this Ordinance or to ascertain whether the taxes imposed by this Ordinance have been paid.

## **SECTION 11. AUTHORITY OF TOWNSHIP TO ESTIMATE TAX FROM PRODUCERS NOT MAKING REPORT**

If any producer shall neglect or refuse to make any report and payment of tax required by this Ordinance, or if, as a result of an investigation by the Township or its representative, a report is found to be incorrect, the Township or its representative shall estimate the tax due by that producer, and determine the amount due by the producer for taxes, penalties and interest.

## **SECTION 12. DISPOSITION OF TAXES, INTEREST AND PENALTIES**

All taxes, interest and penalties received, collected or recovered under the provisions of this Ordinance shall be paid into the Township treasury for the use and benefit of the Township.

## **SECTION 13. COLLECTOR**

The collector of the tax shall be appointed annually by the Township to serve until removed or a successor appointed. The collector shall receive such compensation for services as the Township shall determine. The collector shall collect and receive all taxes levied under this Ordinance, shall furnish a receipt of their payment and shall keep a record showing the amount received by the collector from each taxpayer under this Ordinance and the date of each receipt.

The collector shall give bond to the Township with a bonding company authorized by law to act as surety in the sum as the Township by resolution shall direct. The surety bond shall be conditioned on the faithful performance of the collector's official duties.

#### **SECTION 14. PENALTIES**

Any person who shall violate any provision of this Ordinance shall, upon summary conviction thereof, be sentenced to pay a fine not exceeding three hundred dollars (\$300.00), costs and restitution; and, in default of payment of said fine and costs, to a term of imprisonment not to exceed ninety (90) days. The fine imposed by this Ordinance shall be in addition to any other penalty imposed by any other section of this Ordinance.

#### **SECTION 15. DISPOSITION OF EXCESS MONIES COLLECTED**

In the event that tax monies levied and collected under the authority of this Ordinance or any other ordinance adopted under the Local Tax Enabling Act, exceed the limitations imposed by law, that excess shall not be expended during that year, but shall be deposited in a separate account for expenditure in the following fiscal year.

#### **SECTION 16. REPEALER**

All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed upon the effective date of this Ordinance.

#### **SECTION 17. SEVERABILITY**

If any sentence, clause, section or apart of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, section or parts of this Ordinance.

#### **SECTION 18. EFFECTIVE DATE**

This Ordinance shall be effective five (5) days after the enactment hereof.

**ENACTED AND ORDAINED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**ATTEST:**

**TOWNSHIP OF POCONO  
MONROE COUNTY**

\_\_\_\_\_  
**PAMELA TRIPUS**  
Township Secretary

\_\_\_\_\_  
**GERALD LASTOWSKI**  
President, Board of Commissioners

LAW OFFICES  
**BROUGHAL & DeVITO, L.L.P.**

38 WEST MARKET STREET  
BETHLEHEM, PENNSYLVANIA 18018-5703

JAMES L. BROUGHAL  
LEO V. DeVITO, JR.  
JOHN S. HARRISON  
JAMES F. PRESTON\*  
WENDY A. NICOLOSI  
LISA A. PEREIRA\*  
KEVIN H. CONRAD

\*ALSO MEMBER NEW JERSEY BAR

TELEPHONE  
(610) 865-3664  
FAX  
(610) 865-0969  
E-MAIL  
lawyers@broughal-devito.com  
WEBSITE  
www.broughal-devito.com

April 25, 2018

Monroe County Planning Commission  
One Quaker Plaza, Room 106  
Stroudsburg, PA 18360

**RE: Pocono Township, Monroe County, Pennsylvania  
Code Adoption Ordinance**

Dear Sir or Madam:

Enclosed for your review please find a certified copy of a proposed Code Adoption Ordinance, which includes amendments to the Pocono Township Zoning Ordinance and the Pocono Township Subdivision and Land Development Ordinance. We would appreciate your comments related to those specific amendments. If you have any questions, please do not hesitate to contact me.

Very truly yours,



Lisa A. Pereira

Enclosure

cc: Donna Asure, Township Manager (w/o enclosure)

### **LEGAL NOTICE**

NOTICE is hereby given that the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, will consider at a Public Meeting to be held at 7:00 p.m. on the 15<sup>th</sup> day of May 2018, at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, Pennsylvania 18372, the proposed codification and proposed Code Adoption Ordinance for Pocono Township's Code of Ordinances. Copies of the proposed codification and Code Adoption Ordinance are available for review at the Pocono Township Municipal Building located at 112 Township Drive, Tannersville, Pennsylvania 18372, during normal business hours.

Leo V. DeVito, Jr., Solicitor  
Pocono Township  
38 West Market Street  
Bethlehem, PA 18018

LAW OFFICES  
BROUGHAL & DeVITO, L.L.P.

38 WEST MARKET STREET  
BETHLEHEM, PENNSYLVANIA 18018-5703

JAMES L. BROUGHAL  
LEO V. DeVITO, JR.  
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\*ALSO MEMBER NEW JERSEY BAR

TELEPHONE  
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E-MAIL  
lawyers@broughal-devito.com  
WEBSITE  
www.broughal-devito.com

April 25, 2018

**VIA EMAIL AND CERTIFIED MAIL RETURN RECEIPT REQUESTED**

Patricia Meadus, Legal Clerk  
Pocono Mountains Media Group  
511 Lenox Street  
Stroudsburg, PA 18360

**RE: Pocono Township- Advertisement of Legal Notice  
Ordinance: Introduction of Code Adoption Ordinance**

Dear Ms. Meadus:

With respect to the above matter, enclosed please find a Legal Notice to be advertised one (1) time in your periodical on **Monday, April 30, 2018**.

Please send proof of publication and the invoice to:

Pam Tripus, Township Secretary  
112 Township Drive  
PO Box 197  
Tannersville, PA 18372

Also, enclosed is a certified copy of the proposed Ordinance for your records only (**not to be advertised**). Should you have any questions, please do not hesitate to contact me. Thank you for your assistance in this matter.

Very truly yours,



Lisa A. Pereira

Enclosures

cc: Donna Asure, Township Manager (Via Electronic Mail, w/encl.)

### **LEGAL NOTICE**

NOTICE is hereby given that the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, will consider at a Public Meeting to be held at 7:00 p.m. on the 15<sup>th</sup> day of May 2018, at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, Pennsylvania 18372, the proposed codification and proposed Code Adoption Ordinance for Pocono Township's Code of Ordinances. Copies of the proposed codification and Code Adoption Ordinance are available for review at the Pocono Township Municipal Building located at 112 Township Drive, Tannersville, Pennsylvania 18372, during normal business hours.

Leo V. DeVito, Jr., Solicitor  
Pocono Township  
38 West Market Street  
Bethlehem, PA 18018

## **Township of Pocono Code Adoption Ordinance**

### **Schedule A Specific Revisions at Time of Adoption of Code**

#### **Standard Summary Offense Penalty**

Throughout this Schedule A, references to "standard summary offense" indicate that penalty wording is revised to reflect substantially the following provisions as authorized by statute:

*This ordinance shall be enforced by action brought before a Magisterial District Judge in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure. Any person, partnership, corporation or other entity who or which violates or permits a violation of the provisions of this ordinance shall, upon conviction in a summary proceeding, pay a fine of not more than \$1,000, plus the costs of prosecution, and, in default of the payment of the fine and costs of prosecution, shall be imprisoned for a period not exceeding 30 days.*

#### **Chapter 28, Officers and Employees.**

##### **Article I, Tax Collector.**

Section 28-6B is amended, in part, as indicated "... for providing certification of payment or nonpayment of Township taxes a fee as established from time to time by resolution of the Board of Commissioners."

#### **Chapter 37, Planning Commission.**

- A. Section 37-1 is amended as indicated: "This chapter shall be known as the 'Township Planning Commission Ordinance.'"
- B. Section 37-2B is added to read as follows: "The Planning Commission shall be comprised of seven members who shall be appointed for terms of office of four years, except that no more than two members shall be reappointed or replaced during any future calendar year."

#### **Chapter 41, Police Department.**

Section 41-1 is amended, in part, as indicated: "In accordance with ~~Section 590-53 P.S.~~ § 56505 of the ~~Second-First~~ Class Township Code,..."

#### **Chapter 129, Burning, Open.**

- A. Section 129-3 is amended, in part, as indicated: "...under the authority granted by ~~§ 1506, § 1529 and § 1601 of the Pennsylvania Second-First Class Township Code in 53 P.S. § 66506, § 66529 and § 66601~~ 56566."
- B. Section 129-8C is amended to reflect the standard summary offense penalty.

## **Chapter 145, Construction Codes, Uniform.**

### **Article I, Building Construction.**

Section 145-4A is amended to change "municipal code official" to "Building Code Official."

## **Chapter 164, Drug Paraphernalia.**

Section 164-5 is amended to reflect the standard summary offense penalty.

## **Chapter 197, Fire Lanes.**

Section 197-8A is amended to reflect the standard summary offense penalty.

## **Chapter 205, Floodplain Management.**

- A. Section 205-14B(1) is amended to reflect the standard summary offense penalty.
- B. In § 205-37, the definition for "pre-FIRM structure" is amended as indicated: "A structure for which construction or substantial improvement occurred on or before ~~December 31, 1974 or before the community's initial Flood Insurance Rate Map (FIRM) dated August 5, 1986, whichever is later,~~ and, as such, would not be required to be compliant with the regulations of the National Flood Insurance Program."

## **Chapter 212, Furnaces, Outdoor.**

Section 212-3 is amended, in part, as indicated: "...under the authority granted by ~~§ 1506, § 1529 and § 1601 of the Pennsylvania Second-First Class Township Code, 53 P.S. § 66506, § 66529 and § 66601~~ 53 P.S. § 55101 et seq."

## **Chapter 230, Insurance Proceeds, Emergency Responses and Alarms.**

- A. Section 230-4E is added to read as follows: "This chapter shall not be construed to require reimbursement to the Township for those municipal services normally provided to the Township residents and others as a matter of the Township's

general operating procedure and for which the levying of taxes or for which the demand for reimbursement is normally made under the provisions of other Township ordinances.”

- B. Section 230-5F(2) is amended to change “six-month period” to “twelve-month period” where appearing.
- C. Section 230-5G(1) is amended to reflect the standard summary offense penalty for violations of § 230-5.
- D. Section 230-5G(2) is amended to revise references to a six-month time frame throughout to refer to 12 months.

### **Chapter 288, Peddling and Soliciting.**

- A. Section 288-1, Definitions, is added to read as follows:

*As used in this chapter, the following terms shall have the meanings indicated:*

***PEDDLING, SOLICITING AND HAWKING** — Transient merchants engaging in peddling, canvassing, soliciting, hawking or taking of orders, either by sample or otherwise, for any goods, wares, services or merchandise from any property, upon any of the streets or sidewalks or from house to house within the Township of Pocono; provided, however, that the words “peddling, soliciting and hawking” shall not apply to farmers selling their own produce; or to any sale of goods, wares or merchandise donated by the owners thereof, the proceeds of which are to be applied to any charitable or philanthropic purpose; or the transaction of business by insurance companies or their agents or insurance brokers authorized to transact business under the insurance laws of the Commonwealth of Pennsylvania.*

***PERSON** — Any natural person, association, partnership, firm, corporation or other legal entity.*

- B. Section 288-2 is amended to delete the phrase “door to door” therefrom.
- C. Section 288-6 is amended to reflect the standard summary offense penalty.

### **Chapter 324, Secondhand Dealers.**

- A. Section 324-2A(3) is added to read as follows: “Notwithstanding the foregoing, any business required by state law under 63 P.S. § 281-1 et seq. will still be required to obtain a license from the Secretary of Banking and conform to other requirements under that Act in addition to the requirements in this chapter.”

- B. Section 324-3A and B are amended to change "Township Zoning Officer/Codes Enforcement Officer" to "Township Zoning Officer."
- C. Section 324-4A is amended to reflect the standard summary offense penalty.

## **Chapter 333, Sewers and Sewage Disposal.**

### **Article I, Sewage Systems.**

Article I is amended in its entirety to read as follows:

#### **ARTICLE I Sewage Systems**

##### **§ 333-1. Definitions.**

*As used in this article, the following terms shall have the meanings indicated:*

**AGGREGATE** — *Coarse material manufactured from stone, gravel or slag, having Type B characteristics as described in Department of Transportation specifications, Form 408, Section 703.3, Table B, and uniform size and grading equivalent to American Association of State Highway and Transportation Officials No. 57, as described in Form 408, Section 703.3, Table C.*

**AGRICULTURAL AREAS** — *Areas used primarily for the production of crops and where the soil is without vegetative cover during certain periods of the year.*

**ALTERNATE SEWAGE SYSTEM** — *A method of demonstrated on-lot sewage treatment and disposal not described in this part.*

**BONDED DISPOSAL SYSTEM** — *An individual sewage system located on a single lot serving a single-family residence, where soil mottling is within 20 inches of the mineral soil surface, the installation, operation and replacement of which is guaranteed by the property owner.*

**BUILDING SEWER** — *Piping carrying liquid wastes from a building to the treatment tank or holding tank.*

**BURIED SAND FILTER** — *A system of piping, sand media, aggregate and collection piping in a buried liner used for the intermittent filtration and biochemical treatment of sewage.*

**CLEAN STREAMS LAW** — *The Clean Streams Law (35 P.S. § 691.1 to 691.1001).*

**CONVENTIONAL SEWAGE SYSTEM** — *A system employing the use of*

*demonstrated on-lot sewage treatment and disposal technology in a manner specifically recognized by this article. The term does not include alternate or experimental sewage systems.*

*DEPARTMENT — The Department of Environmental Protection of the Commonwealth of Pennsylvania.*

*DOSING PUMP — The pump housed in a dosing tank which provides a measured volume of sewage effluent to the pressurized distribution system in an absorption area.*

*EQUIVALENT DWELLING UNIT — For the purpose of determining the number of lots in a subdivision only as it relates to the determination of planning exemptions and fees for planning module reviews under this article, that part of a multiple-family dwelling or commercial or industrial establishment with flows equal to 400 gallons per day (GPD). These flow figures are not intended to be used for the calculation of flows for the design of community sewerage systems or for the allocation of flows related to community sewerage systems. Community sewerage system flows for design and permitting purposes shall be calculated using the procedures established in the Department's Domestic Wastewater Facilities Manual (DEP-1357).*

*EXPERIMENTAL SEWAGE SYSTEM — A method of on-lot sewage treatment and disposal not described in this article which is proposed for the purpose of testing and observation.*

*FILTER TANK — The tank housing the piping and sand of the free-access sand filter.*

*FORESTED AREAS — Areas where the predominant vegetative cover is comprised of trees with a closed canopy.*

*FREE-ACCESS SAND FILTER — An accessible system of tanks, dose piping, sand media, aggregate and collection piping used for the intermittent filtration and biochemical treatment of sewage.*

*GEOTEXTILE — Material consisting of mesh polypropylene, polyester, nylon or similar material, used to prevent migration of fine aggregate into coarser aggregate.*

*GRASSED AREA — An area where the predominant vegetative cover is comprised of grasses, bushes or trees not forming a closed canopy.*

*INDIVIDUAL RESIDENTIAL SPRAY IRRIGATION SYSTEM — An individual sewage system which serves a single dwelling and which treats and disposes of sewage using a system of piping, treatment tanks and soil renovation through spray irrigation.*

*INDIVIDUAL SEWAGE SYSTEM — A system of piping, tanks or other facilities serving a single lot and collecting and disposing of sewage in*

*whole or in part into the soil or into waters of this commonwealth or by means of conveyance to another site for final disposal.*

**INDUSTRIAL WASTE** — *A liquid, gaseous, radioactive, solid or other substance, which is not sewage, resulting from manufacturing or industry or other plant or works and mine drainage, silt, coal mine solids, rock, debris, dirt and clay from coal mines, coal collieries, breakers or other coal processing operations. The term includes substances whether or not generally characterized as waste.*

**LIFT PUMP** — *A submersible pump used to convey effluent to the sand filter and from the sand filter to the chlorine/retention tank.*

**LIMITING ZONE** — *A soil horizon or condition in the soil profile or underlying strata which includes one of the following:*

A. *A seasonal high-water table, whether perched or regional, determined by direct observation of the water table or indicated by soil mottling.*

B. *A rock with open joints, fracture or solution channels, or masses of loose rock fragments, including gravel, with insufficient fine soil to fill the voids between the fragments.*

C. *A rock formation, other stratum or soil condition which is so slowly permeable that it effectively limits downward passage of effluent.*

**LOCAL AGENCY** — *A municipality (or any combination of municipalities acting cooperatively or jointly under the laws of the commonwealth), county, county department of health or joint county department of health.*

**LOT** — *A part of a subdivision or a parcel of land used as a building site or intended to be used for building purposes, whether immediate or future, which would not be further subdivided. Whenever a lot is used for a multiple-family dwelling or for commercial, institutional or industrial purposes, the lot shall be deemed to have been subdivided into an equivalent number of single-family residential lots as determined by estimated sewage flows.*

**MUNICIPALITY** — *A city, incorporated town, township, borough or home rule municipality other than a county.*

**NSF** — *National Sanitation Foundation.*

**OFFICIAL PLAN** — *A Comprehensive Plan for the provision of adequate sewage systems adopted by a municipality possessing authority over the provision of the systems and submitted to and approved by the Department as provided by the Pennsylvania Sewage Facilities Act (35 P. S. § 750.1 et seq.) and 25 Pa. Code Ch. 71 (relating to administration of sewage facilities program).*

## PERMIT ISSUANCE

A. No person may install, award a contract for construction or construct an individual or community on-lot sewage system or install, construct, occupy or use a building to be served by that system without first obtaining a permit from the local agency, except as provided in Subsections C through E.

B. A permit shall be required by the local agency for alterations or connections to an existing individual or community on-lot sewage system when the alteration or connection requires the repair, replacement or enlargement of a treatment tank or retention tank or the repair, replacement, disturbance, modification or enlargement of a soil absorption area or spray field or the soil within or under the soil absorption area or spray field.

PERSON — Includes an individual; association; public or private corporation for profit or not for profit; partnership; firm; trust; estate; department; board; bureau or agency of the United States or the commonwealth; political subdivision; municipality; district; authority; or other legal entity which is recognized by law as the subject of rights and duties. The term includes the members of an association, partnership or firm and the officers of a local agency or municipal, public or private corporation for-profit or not-for-profit.

QUALIFIED REGISTERED PROFESSIONAL ENGINEER — A person registered to practice engineering in this commonwealth who has experience in the characterization, classification, mapping and interpretation of soils as they relate to the function of on-lot sewage disposal systems.

QUALIFIED REGISTERED PROFESSIONAL GEOLOGIST — A person registered to practice geology in this commonwealth who has experience in the characterization, classification, mapping and interpretation of soils as they relate to the function of on-lot sewage disposal systems.

QUALIFIED SOIL SCIENTIST — A person certified as a sewage enforcement officer and who has documented two years' experience in the characterization, classification, mapping and interpretation of soils as they relate to the function of on-lot sewage disposal systems and either a bachelor of science degree in soils science from an accredited college or university or certification by the American Registry of Certified Professionals in Agronomy, Crops and Soils.

RETAINING TANK — A watertight receptacle, which receives and retains sewage and is designed and constructed to facilitate ultimate disposal of the sewage at another site. The term includes the following:

A. CHEMICAL TOILET — A permanent or portable nonflushing toilet using chemical treatment in the retaining tank for odor control.

B. *HOLDING TANK* — A tank, whether permanent or temporary, to which sewage is conveyed by a water-carrying system.

C. *PRIVY* — A tank designed to receive sewage where water under pressure is not available.

D. *INCINERATING TOILET* — A device capable of reducing waste materials to ashes.

E. *COMPOSTING TOILET* — A device for holding and processing human and organic kitchen waste employing the process of biological degradation through the action of microorganisms to produce a stable, humus-like material.

F. *RECYCLING TOILET* — A device in which the flushing medium is restored to a condition suitable for reuse in flushing.

*SEWAGE* — A substance that contains the waste products or excrement or other discharge from the bodies of human beings or animals; a substance harmful to the public health, to animal or aquatic life or to the use of water for domestic water supply or for recreation; or a substance which constitutes pollution under the Clean Streams Law.

*SEWAGE ENFORCEMENT OFFICER* — An official of the local agency who reviews permit applications and sewage facilities planning modules and issues permits as authorized by the Pennsylvania Sewage Facilities Act (35 P. S. § 750.1 et seq.) and conducts the investigations and inspections that are necessary to implement the Act and regulations thereunder.

*SEWAGE FACILITIES* — A system of sewage collection, conveyance, treatment and disposal which will prevent the discharge of untreated or inadequately treated sewage or other waste into waters of this commonwealth or otherwise provide for the safe and sanitary treatment and disposal of sewage or other waste. The term includes:

A. *INDIVIDUAL SEWAGE SYSTEM* — A system of piping, tanks or other facilities serving a single lot and collecting and disposing of sewage in whole or in part into the soil or into waters of this commonwealth or by means of conveyance to another site for final disposal.

(1) *INDIVIDUAL ON-LOT SEWAGE SYSTEM* — An individual sewage system which uses a system of piping, tanks or other facilities for collecting, treating or disposing of sewage into a soil absorption area or spray field or by retention in a retaining tank.

(2) *INDIVIDUAL SEWERAGE SYSTEM* — An individual sewage system which uses a method of sewage collection, conveyance, treatment and disposal other than renovation in a soil absorption area, or retention in a retaining tank.

*B. COMMUNITY SEWAGE SYSTEM — A sewage facility, whether publicly or privately owned, for the collection of sewage from two or more lots or two or more equivalent dwelling units and the treatment or disposal, or both, of the sewage on one or more of the lots or at another site.*

*(1) COMMUNITY ON-LOT SEWAGE SYSTEM — A community sewage system which uses a system of piping, tanks or other facilities for collecting, treating and disposing of sewage into a soil absorption area or retaining tank.*

*(2) COMMUNITY SEWERAGE SYSTEM — A publicly or privately owned community sewage system, which uses a method of sewage collection, conveyance, treatment and disposal other than renovation in a soil absorption area, or retention in a retaining tank.*

*SEWAGE PERMIT — A written permit issued by the Sewage Enforcement Officer, permitting the construction of an individual sewage system under this article.*

*SMALL FLOW TREATMENT FACILITY — Individual or community sewerage system designed to adequately treat sewage flows not greater than 2,000 GPD for final disposal using a stream discharge or other methods approved by the Department.*

*SOIL HORIZON — A layer of soil approximately parallel to the soil surface with characteristics produced by soil-forming processes.*

*SOIL MOTTILING (REDOXIMORPHIC FEATURES) — A soil color pattern consisting of patches of different colors or shades of color interspersed with the dominant soil color which results from prolonged saturation of the soil.*

*SOIL PROFILE — The collection of soil horizons, including the natural organic layers on the surface.*

*SOLIDS RETAINER — A deflection device at the outlet tee or baffle of a septic tank designed to deflect buoyed solids from escaping the tank.*

*SPRAY FIELD — Piping, spray heads and ground surface to the outside edges of the wetted perimeter, used for the application and treatment of the sewage effluent in an individual residential spray irrigation system.*

*SUBDIVISION — The division or redivision of a lot, tract or other parcel of land into two or more lots, tracts, parcels or other divisions of land, including changes in existing lot lines. The enumerating of lots shall include as a lot that portion of the original tract or tracts remaining after other lots have been subdivided therefrom.*

*TREATMENT TANK — A watertight tank designed to retain sewage long enough for satisfactory bacterial decomposition of the solids to take place.*

*The term includes the following:*

A. **SEPTIC TANK** — *A treatment tank that provides for anaerobic decomposition of sewage prior to its discharge to an absorption area.*

B. **AEROBIC SEWAGE TREATMENT TANK** — *A mechanically aerated treatment tank that provides aerobic biochemical stabilization of sewage prior to its discharge to an absorption area.*

**UNDISTURBED SOIL** — *Soil or soil profile, unaltered by removal or other man-induced changes, except for agricultural activities, that would adversely affect the siting or operation of on-lot systems.*

**WATERS OF THIS COMMONWEALTH** — *Rivers, streams, creeks, rivulets, impoundments, ditches, watercourses, storm sewers, lakes, dammed water, ponds, springs and other bodies or channels of conveyance of surface and underground water, or of their parts, whether natural or artificial, within or on the boundaries of this commonwealth.*

**§ 333-2. Requirements for individual properties.**

A. *No raw sewage, treatment tank effluent or seepage from a subsurface absorption system shall be discharged to the surface of the ground or into waters of the commonwealth, nor shall it be discharged, except as hereinafter provided, into any rock formation, the structure of which is not conducive to purification of water by filtration.*

B. *From and after the effective date of this article, no person or persons shall commence the construction, alteration or extension of any kind or of any nature whatsoever of an individual or community sewage system without first making application for a sewage permit to the Sewage Enforcement Officer and receiving approval of the same. Sewage permits are required for residential structures requiring sewerage systems.*

C. *A department sewage permit is required for the disposal of industrial waste and some classes of community sewerage systems which are subject to approval of the Pennsylvania Department of Environmental Protection.*

D. *Minimum specifications regarding soil percolation test procedures, septic tank capacities and other data pertaining to individual sewage disposal systems are available from the Department and are minimum requirements of the Township also, unless otherwise made more stringent in this article. This data may first be requested from the Sewage Enforcement Officer, and if he has additional copies, they will be made available for general use.*

E. *In the event that a sewage permit is issued by the Sewage Enforcement Officer, it is specifically required that the disposal system constructed upon the premises noted on the permit shall not be closed and operation of said sewage system permitted until said system has been*

*inspected by the Sewage Enforcement Officer. The applicant may cover the installation upon receipt of written approval by the Sewage Enforcement Officer or, in the absence of written approval or disapproval, at the expiration of 72 hours, excepting Sundays and holidays, after the system has been inspected by the Sewage Enforcement Officer.*

*F. If, upon inspection, the Sewage Enforcement Officer determines that the installed system does not meet specifications, he shall so specify the deficiencies in said installed system, in writing, to the applicant. The applicant shall not put the system into operation until such deficiencies have been corrected and until such system has been reinspected and approved by the Sewage Enforcement Officer. There shall be an additional fee charged for each reinspection of an installed system where such reinspection is necessary for the reason set forth above.*

*G. It shall be the duty of the owner or occupant of a premises to give the Sewage Enforcement Officer free access to the property at reasonable times for the purpose of making such inspections as are necessary to determine compliance with the requirements of this article.*

*H. Holding tanks and related sewage disposal systems are individual sewage systems and require sewage permits. Because such systems do not provide for final on-lot treatment and disposal of the sewage and require regular service and maintenance to prevent their malfunction and overflow, they shall only be used where the Department finds and gives written notice to the approving body that the requirements of the Department have been met, and the following:*

*(1) Holding tanks shall be large enough to hold a minimum of three days' sewage waste or 1,000 gallons, whichever is larger.*

*(2) Holding tanks shall be constructed of durable material and shall be completely watertight.*

*(3) The holding tank shall be equipped with a warning device to indicate when the unit is within 75% of capacity. Such warning device shall create an audible or visible signal at a location frequented by the homeowner or responsible individual.*

*(4) Disposal of waste from a holding tank must be to a site approved by the Department.*

***§ 333-3. Individual sewage permit data requirements.***

*A. All applications for permits shall be made to the Sewage Enforcement Officer who shall issue a permit upon compliance by the applicant with provisions of this article and by regulations adopted hereunder.*

*B. The Sewage Enforcement Officer may refuse to grant a permit for the construction of an individual sewage disposal system where public or*

*community sewerage system is reasonably available.*

*C. Application for permits shall be in writing, shall be signed by the applicant and shall be made on a form supplied by the Township.*

*D. Any person whose application for a permit under this article has been denied may request and shall be granted a hearing on the matter before the Township Commissioners within 30 days after receipt of the request (in writing).*

*E. All installations covered by an approved sewage permit shall be completed within three years after the issuing date of the sewage permit. If installations are not completed within the stated period, application must be made for a new sewage permit. Applicant will be required to install the sewage system in accordance with latest Department and/or Township regulations in effect at the date of each permit issued. Should changes in the installation be required, the standard fee schedule for new sewage permit will be issued without charge.*

*F. All designs submitted for permit issuance shall conform to the following; failure to do so will require additional fees:*

***Site Plan Information***

- 1. Property dimensions and bearings.*
- 2. Easements to be shown.*
- 3. Perc holes and probe(s).*
- 4. Septic location and size in regard to surveyed or flagged property lines.*
- 5. North arrow.*
- 6. Direction of slope.*
- 7. Delineated wetlands or bodies of water.*
- 8. Outline of berm.*
- 9. Adjoining wells and septic.*
- 10. Lot number and site location.*
- 11. Location of applicant's well and house (minimum 1,000 square feet), existing or proposed.*
- 12. Location of proposed driveway.*
- 13. Elevations at proposed septic bed corners.*
- 14. Septic and dosing tank locations.*
- 15. Setbacks for zoning.*
- 16. Establish benchmark elevation.*
- 17. System to be staked in field.*
- 18. Current survey of property.*

***Design Criteria***

- 1. Number of holes in laterals, system flow, friction loss to be shown and calculated.*

2. *Number of bedrooms.*
3. *Limiting zone, perc rate and required depth of deer sand.*
4. *Length of laterals, delivery line and the required (design) dose volume.*
5. *Diameter of piping used in all aspects of the septic system design and construction pump curve.*
6. *Recommended septic tank specifications.*
7. *Diagram of piping and lateral sizing.*
8. *Profile of septic showing berm, sand, stone and piping.*
9. *Name, address and phone number of designer.*
10. *Show height of system after construction using established bench mark.*

**§ 333-4. Powers and duties of Sewage Enforcement Officer.**

A. *A sewage enforcement officer shall be employed by the local agency who is qualified and certified by examination of the Department of Environmental Protection of the Commonwealth of Pennsylvania and who has been issued such certification by the Certification Board. The Sewage Enforcement Officer shall have the power to:*

- (1) *Issue permits for individual and some community sewage systems, including alternate systems, as per current Department regulations.*
- (2) *Issue permits only within the jurisdiction of the local agency in which he is employed, provided that he may issue permits within the jurisdiction of other local agencies upon written approval of such local agencies.*

B. *The duties of the Sewage Enforcement Officer shall be as follows:*

- (1) *He shall not install an individual or community sewage system in any area under his jurisdiction.*
- (2) *No fee for services or work performed shall be accepted by the Sewage Enforcement Officer other than the fee established by the local agency.*
- (3) *No test shall be conducted or permit issued by the Sewage Enforcement Officer for an individual or community sewage system for any lot in which such officer has a financial interest, or for any lot in which any person is related to such officer by blood or marriage or has a financial interest, or for any lot in which an employee or business partner of such officer, other than the local agency has a financial interest, unless the Sewage Enforcement Officer has received prior written approval by the Department of Environmental Protection.*
- (4) *He shall either observe, conduct personally or otherwise confirm, in a manner approved by the Department, all tests used to determine the*

*suitability of a site for the utilization of an individual or community sewage system before a permit for such system is issued. All percolation test results performed by authorized persons other than the Sewage Enforcement Officer before a permit can be issued.*

(5) *He shall give written notice to applicants or permittees of any approval, denial or revocation of a permit.*

(6) *He shall provide the Department of Environmental Protection with the pink copy of Form ER-BCE-128, Application for Sewage Disposal System, upon approval or disapproval of each such application, and shall submit, following final inspection of each system, the completed green copy of said copy, in accordance with current Department regulations.*

**§ 333-5. Fees.**

A. *The Township Commissioners shall establish, by resolution, a schedule of fees to be paid by the applicant for services rendered with respect to processing of applications, inspections, review of plans, performance of percolation tests by authorized Township representatives and other services related to new sewage systems or extensions, alterations, modifications or changes to existing systems.*

B. *The schedule of fees in effect at any period of time shall be posted in the Township Municipal Building and shall be available to interested persons upon request. All fees must be paid in full, in accordance with the official schedule of fees, at the time application is made for the required services.*

C. *The Sewage Enforcement Officer shall prepare and submit to the Township Commissioners a record of all fees paid by applicants for services rendered with respect to this article.*

**§ 333-6. Violations and penalties.**

*This article shall be enforced by action brought before a Magisterial District Judge in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure. Any person, partnership, corporation or other entity who or which violates or permits a violation of the provisions of this article shall, upon conviction in a summary proceeding, pay a fine of not more than \$1,000, plus the costs of prosecution, and, in default of the payment of the fine and costs of prosecution, shall be imprisoned for a period not exceeding 30 days.*

**Article II, Holding Tanks.**

Section 333-14 is amended to reflect the standard summary offense penalty.

**Article III, On-Lot Sewage Disposal Systems.**

Section 333-32A is amended to reflect the standard summary offense penalty.

**Article IV, Sewer Connections and Use Regulations.**

- A. Section 333-36E is amended to revise the first sentence as indicated: "...and, if applicable, ~~BCRA~~, DRBC, DEP and BCRA."
- B. Section 333-38A is amended to reflect the standard summary offense penalty.

**Chapter 356, Solid Waste.**

- A. Original Part IV, Section 17C, Subsection 1.e.1., regarding annual licensing fees, is repealed.
- B. Section 356-17C(2)(a) is amended to revise the second sentence to delete the reference to a permit fee.
- C. Section 356-24 is amended to reflect the standard summary offense penalty.

**Chapter 365, Stormwater Management.**

- A. Section 365-3 is amended to delete the reference to the Second Class Township Code.
- B. In § 365-7, the defined terms are amended as follows:
  - (1) In the definition of "as-built drawings," the wording at the end is revised as indicated: "...turned over to the ~~Applicant's~~ Township's Engineer at the completion of the project."
  - (2) The definition of "impervious surface" is revised, in part, as indicated: "A surface that ~~greatly minimizes~~ prevents the percolation of water..."
  - (3) The definition of "record drawings" is revised, in part, as indicated: "...subsequently provided to the ~~Applicant's~~ engineer. The ~~Applicant's~~ engineer takes..."
- C. Sections §§ 365-21E and 365-35A and B are each amended to change the term "codes officer(s)" to "Zoning Officer," and § 365-32 is amended to change the term "Codes Official" to "Zoning Officer."
- D. Section 365-34A is amended to reflect the standard summary offense penalty.

**Chapter 371, Street Names and Addresses.**

- A. So as to delete references to the several specific sections of the Second Class Township Code, § 371-2 is amended to read as follows: "This chapter is adopted pursuant to the provisions of the Pennsylvania First Class Township Code, Act of June 24, 1931 (P.L. 1206, No. 331), as amended; 53 P.S. § 55101 et seq., for the proper management, care and control of the Township and for the health and welfare of the Township and its citizens; to require and regulate the numbering of buildings; to secure the safety of persons or property within the Township; for ensuring that fire and emergency medical services are provided within the Township by the means and to the extent determined by the Township; and to provide for and regulate the naming of streets, roads and highways."
- B. Section 371-6 is amended as follows:
- (1) The former lead-in paragraph is deleted as indicated: "~~All street, road and highway name (collectively "street name") sign standards in this ordinance are intended to conform to the recommendations of the National Committee on Uniform Traffic Control Devices published in March 2001 and meet or exceed PennDOT requirements per 67 Pa. Code 211.841 including the use of the term "street name sign."~~"
  - (2) Subsection B(2) is revised as indicated: "Building numbers/address markers shall be depicted in Arabic numerals in four inch tall reflective white lettering on a green background or alphabet letters, a minimum of four inches high, with a minimum stroke width of 0.5 inch, and of contrasting color."
- C. Section 371-7A is amended to revise "Township Codes Officer" to "Township Zoning Officer."
- D. Section 371-10 is amended to reflect the standard summary offense penalty.

## **Chapter 375, Streets and Sidewalks.**

### **Article I, Permits for Street Work.**

Article I is amended in its entirety to read as follows:

#### **ARTICLE I** ***Permits for Street Work***

##### ***§ 375-1. Permit required.***

*No railroad or street railway shall hereafter be constructed upon any Township road, nor shall any railroad or street railway crossings, driveway connections, nor any gas pipe, water pipe, electric conduits or other piping be laid upon or in, nor shall any telephone, telegraph or electric light or power poles or any coal tipples or any other obstructions*

*be erected upon or in any portion of a Township road except under conditions, restrictions and regulations relating to the installation and maintenance thereof as may be prescribed in permits granted by the Township for such purpose.*

**§ 375-2. Application for permit.**

*The application for a permit shall be on a form prescribed by the Township and submitted to the Township in duplicate. The application shall be accompanied by all fees for permit application and inspection as determined by the Department of Transportation for processing the application and making the inspection. In addition, the applicant shall submit two copies of a sketch showing such dimensions as the location of the intended facility, width of the traveled roadway, right-of-way lines and a dimension to the nearest intersecting street.*

**§ 375-3. Issuance of permit.**

*A permit shall be issued to the applicant after all the aforementioned requirements have been satisfied.*

**§ 375-4. Notice of completion.**

*Upon completion of the work, the applicant shall give written notice thereof to the Township.*

**§ 375-5. Inspections; enforcement.**

*Upon completion of the work authorized by the permit, the Township shall inspect the work and, when necessary, enforce compliance with the conditions, restrictions and regulations prescribed by the permit. In addition to that inspection, the Township may reinspect the work not more than two years after its completion. Where any settlement of the road surface or other defect in the work appears, if the applicant shall fail to rectify and such settlement or other defect which presents an immediate or imminent safety or health problem within 48 hours, or any other settlement or defect within 60 days after written notice from the Township to do so, the Township or its agents may do the work and shall impose upon the applicant the cost thereof, together with an additional 20% of the cost, which may be recovered by an action in assumpsit in the Monroe County Court of Common Pleas.*

**§ 375-6. Emergencies.**

*Nothing in this article shall be construed to require a permit in advance for emergency repairs necessary for the safety of the public or the restoration or continuance of public utility service or other public service, but application for a permit and the required fees shall be submitted within five days after the work, after which time the remaining provisions of this article apply.*

**§ 375-7. Violations and penalties.**

*This article shall be enforced by action brought before a Magisterial District Judge in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure. Any person, partnership, corporation or other entity who or which violates or permits a violation of the provisions of this article shall, upon conviction in a summary proceeding, pay a fine of not more than \$1,000, plus the costs of prosecution, and, in default of the payment of the fine and costs of prosecution, shall be imprisoned for a period not exceeding 30 days. Each day or portion thereof that a violation exists or continues shall constitute a separate offense. Each section of this article that is violated shall also constitute a separate offense. Further, the appropriate officers or agents of the Township are hereby authorized to seek equitable relief, including injunction, to enforce compliance herewith.*

**Article II, Snow and Ice Removal.**

Section 375-9 is amended to reflect the standard summary offense penalty.

**Article III, Driveways and Road Encroachments.**

- A. Section 375-10 is amended, in part, as indicated: "... pursuant to the ~~Second-First~~ Class Township Code, as amended, ~~and including, but not limited to, § 2320, § 2322, § 2325 and § 2326, of the said Act § 53 P.S. § 55101 et seq.~~
- B. Section 375-13A is amended, in part, to revise the order of the wording as indicated: "...and similar encroachments and obstructions (hereinafter referred to as "facility") within Township road rights-of-way (~~hereinafter referred to as "facility"~~) for the purpose of security, ... ."
- C. Section 375-19A(3) is amended to reflect the standard summary offense penalty.
- D. Section 375-21E is amended to reflect the standard summary offense penalty.

**Chapter 382, Structures, Dangerous.**

Section 382-8B is amended to reflect the standard summary offense penalty.

**Chapter 390, Subdivision and Land Development.**

- A. In § 390-13, the definition of "sewage facility" is amended to revise the parenthetical sentence at the end of the definition as indicted: "(See 'sewage

~~disposal, off site' and 'sewage disposal, on-site.'~~ 'on-site sewage disposal' and sewage disposal, central.')"

- B. Section 390-29E(4) is amended to revise the first sentence as indicated: "The sheet size shall be no smaller than 11 inches by 17 inches ~~12 inches by 18 inches~~ and no larger than 24 inches by 36 inches.
- C. Section 390-43A(6)(e)[2] is amended to revise the reference phrase at the end to read as follows: "[See also §§ 390-43A(6)(e) and 390-47C.]"
- D. Section 390-47C(1) is amended to revise the parenthetical reference phrase at the end to read: "(See § 390-31G for commercial and industrial lots.)"
- E. Section 390-48X(7) is amended in part, as indicated: "Alternative designs. Alternative roadbed designs may be imposed ~~proposed and shall be considered in accord with Section 1003~~. The alternate design..."
- F. Section 390-49A(1)(c) is amended, in part, to delete the word "by" as indicated: "...four inches by four inches ~~by~~ and 48 inches in length."
- G. Section 390-52G(1)(c)[6] is amended, in part, as indicated: "...flow angle is not more ~~less~~ than 90°."
- H. Section 390-56A(2)(a) is amended to add wording at the end as indicated: "...except Subsections A(6) and (7), which apply to all uses except for outdoor athletic facility lighting fixtures. [See § 390-56A(8)(c).]"
- I. Section 390-68B is amended to revise the second-to-last sentence as indicated: "Placement in a storage area in the campground ~~shall to comply~~ complying with the required relocation or removal shall be permitted."
- J. Appendix A of this chapter is amended, in part, to include missing text as indicated:

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B. *Evergreen trees: minimum eight feet high, four-foot minimum spread,\* single leader, symmetrically branching to the ground.*

*Abies balsamea — Balsam fir*  
*Ilex opaca — American holly*  
*Juniperus virginiana — Eastern redcedar\*\**  
*Picea glauca — White spruce*  
*Picea mariana — Black spruce*  
*Picea pungens — Colorado spruce\*\**  
*Pinus echinata — Shortleaf pine*  
*Pinus resinosa — Red pine*  
*Pinus rigida — Pitch pine\*\**  
*Pinus strobus — White pine*  
*Pinus Virginiana — Virginia scrub pine\*\**

Pseudotsuga menziesii — Douglas fir\*\*Tsuga Canadensis — Eastern hemlock\*NOTE: Spread may be less than four feet for upright or columnar varieties.\*\*Species considered to be salt-tolerant.C. Ornamental/flowering trees: minimum eight feet high, five feet minimum spread, symmetrically branched to within four feet from the ground.Acer Pennsylvanicum — Striped mapleAlnus serrulata — Smooth alderAmelanchier Canadensis — Shadblow serviceberry\*\*Asimina trilobum — Common pawpawBetula lenta — Sweet birchBetula nigra — River birchBetula papyrifera — Paper birchCarpinus Caroliniana — American hornbeamCercis Canadensis — Eastern redbudChionanthus Virginicus — FringetreeCornus Florida — Flowering dogwoodCrataegus crusgalli — Cockspur hawthorne\*\*Crataegus mollis — Downy hawthorneCrataegus phaenopyrum — Washington hawthorneDiospyros Virginiana — Common persimmonHamamelis Virginiana — Common witch hazel\*\*Larix laricina — American larch\*\*Magnolia acuminata — Cucumber tree magnoliaMagnolia Virginiana — Sweetbay magnoliaMalus sp. — Crabapple — native species onlyOstrya Virginiana — IronwoodOxydendrum arboreum — SourwoodPrunus Pennsylvanica — Pin cherryPrunus serotina — Black cherryPrunus Virginiana — Common chokecherryPtelea trifoliata — Wafer ashRobinia pseudoacacia — Black locustSassafras albidum — Common sassafrasTaxodium distichum — Baldcypress\*\*Species considered to be salt-tolerant.D. Deciduous shrubs: thirty-inch minimum height, twenty-four-inch minimum spread, and symmetrically branched to the ground.Aesculus parviflora — Bottlebrush buckeyeAronia arbutifolia — Red chokeberryAzalea sp. — native species onlyCalycanthus Florida — Sweetshrub

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**Chapter 398, Taxation.****Article I, Earned Income Tax.**

- A. Section 398-4F is amended to update the reference as indicated: “. . . ~~Section 9 of the Act~~, 53 P.S. § 6924.101 et seq., . . . ”
- B. Section 398-10 is amended to read as follows:

**§ 398-10. Collection of delinquent taxes.**

*The Tax Collector shall demand, receive and collect from all corporations, political subdivisions, associations, companies, firms or individuals employing persons owing delinquent earned income taxes, or whose spouse owes delinquent earned income taxes, or having in possession unpaid commissions or earnings belonging to any person or persons owing delinquent earned income taxes, or whose spouse owes delinquent earned income taxes, upon the presentation of a written notice and demand certifying that the information contained therein is true and correct and containing the name of the taxable or the spouse thereof and the amount of tax due. Upon the presentation of such written notice and demand, it shall be the duty of any such corporation, political subdivision, association, company, firm or individual to deduct from the wages, commissions or earnings of such individual employees then owing or that shall within 60 days thereafter become due or from any unpaid commissions or earnings of any such taxable in its or his possession or that shall within 60 days thereafter come into its or his possession a sum sufficient to pay the respective amount of the delinquent earned income taxes and costs, shown upon the written notice or demand, and to pay the same to the Tax Collector of the taxing district in which such delinquent tax was levied within 60 days after such notice shall have been given. No more than 10% of the wages, commissions or earnings of the delinquent taxpayer or spouse thereof may be deducted at any one time for delinquent earned income taxes and costs. Such corporation, political subdivision, association, firm or individual shall be entitled to deduct from the moneys collected from each employee the costs incurred from the extra bookkeeping necessary to record such transactions, not exceeding 2% of the amount of money so collected and paid over to the Tax Collector. Upon the failure of any such corporation, political subdivision, association, company, firm or individual to deduct the amount of such taxes or to pay the same over to the Tax Collector, less the cost of bookkeeping involved in such transaction, as herein provided, within the time hereby required, such corporation, political subdivision, association, company, firm or individual shall forfeit and pay the amount of such tax for each such taxable whose taxes are not withheld and paid over, or that are withheld and not paid over together with a penalty of 10% added thereto, to be recovered by an action of assumpsit in a suit to be instituted by the Tax Collector or by the proper authorities of the taxing district as*

*debts of like amount are now by law recoverable, except that such person shall not have the benefit of any stay of execution or exemption law. The Tax Collector shall not proceed against a spouse or his employer until he has pursued collection remedies against the delinquent taxpayer and his employer under this section.*

C. Section 398-11 is amended to read as follows:

**§ 398-11. Payment of tax to other political subdivisions or states.**

A. *Payment of any tax to any political subdivision pursuant to an ordinance or resolution passed or adopted prior to the effective date of the Act shall be credited to and allowed as a deduction from the liability of taxpayers for any like tax respectively on salaries, wages, commissions, other compensation or on net profits of businesses, professions or other activities and for any income tax imposed by any other political subdivision of this commonwealth under the authority of the Act.*

B. *Payment of any tax on salaries, wages, commissions, other compensation or on net profits of business, professions or other activities to a political subdivision by residents thereof pursuant to an ordinance or resolution passed or adopted under the authority of the Act shall be credited to and allowed as a deduction from the liability of such persons for any other like tax respectively on salaries, wages, commissions, other compensation or on net profits of businesses, professions or other activities imposed by any other political subdivision of this commonwealth under the authority of the Act.*

C. *Payment of any tax on income to any political subdivision by residents thereof pursuant to an ordinance or resolution passed or adopted under the authority of the Act shall, to the extent that such income includes salaries, wages, commissions, other compensation or net profits of businesses, professions or other activities, but in such proportion as hereinafter set forth, be credited to and allowed as a deduction from the liability of such persons for any other tax on salaries, wages, commissions, other compensation or on net profits of businesses, professions or other activities imposed by any other political subdivision of this commonwealth under the authority of the Act.*

D. *Payment of any tax on income to any state or to any political subdivision thereof by residents thereof, pursuant to any state or local law may, at the discretion of the Pennsylvania political subdivision imposing such tax, to the extent that such income includes salaries, wages, commissions or other compensation or net profits of businesses, professions or other activities but in such proportions as hereinafter set forth, be credited to and allowed as a deduction from the liability of such person for any other tax on salaries, wages, commissions, other compensation or net profits of businesses, professions or other activities*

*imposed by any political subdivision of this commonwealth under the authority of the Act, if residents of the political subdivision in Pennsylvania receive credits and deductions of a similar kind to a like degree from the tax on income imposed by the other state or political subdivision thereof.*

*E. Payment of any tax on income to any state other than Pennsylvania or to any political subdivision located outside the boundaries of this commonwealth by residents of a political subdivision located in Pennsylvania shall, to the extent that such income includes salaries, wages, commissions or other compensation or net profits of businesses, professions or other activities, but in such proportions as hereinafter set forth, be credited to and allowed as a deduction from the liability of such person for any other tax on salaries, wages, commissions, other compensation or net profits of businesses, professions or other activities imposed by any political subdivision of this commonwealth under the authority of the Act.*

*F. Where a credit or a deduction is allowable in any of the several cases hereinabove provided, it shall be allowed in proportion to the concurrent periods for which taxes are imposed by the other state or respective political subdivisions, but not in excess of the amount previously paid for a concurrent period.*

*G. No credit or deduction shall be allowed against any tax on earned income imposed under authority of the Act to the extent of the amount of credit or deduction taken for the same period by the taxpayer against any income tax imposed by the Commonwealth of Pennsylvania under Section 314 of the Act of March 4, 1971 (P.L. 6), known as the "Tax Reform Code of 1971," on account of taxes imposed on income by other states or by their political subdivisions.*

## **Article II, Local Services Tax.**

Section 398-14 is amended to add the phrase: " , and as revised and renumbered in 53 P.S. § 6924.101 et seq."

## **Article III, Realty Transfer Tax.**

Article III is adopted to read as follows:

### **ARTICLE III Realty Transfer Tax**

#### **§ 398-30. Imposition of tax.**

*The Township of Pocono adopts the provisions of Article XI-D of the Tax Reform Code of 1971 (72 P.S. § 8101-D et seq.) and imposes a realty transfer tax as authorized under that article subject to the rate limitations*

*therein. The tax imposed under this section shall be at the rate of 1%.*

**§ 398-31. Administration.**

*The tax imposed under § 398-30 and all applicable interest and penalties shall be administered, collected and enforced under the Act of December 31, 1965 (P.L. 1257, No. 511), as amended, known as the "Local Tax Enabling Act" ( 53 P.S. § 6924.101 et seq.), provided that, if the correct amount of the tax is not paid by the last date prescribed for timely payment, the Township of Pocono, pursuant to Section 1102-D of the Tax Reform Code of 1971 (72 P.S. § 8102-D), authorizes and directs the Department of Revenue of the Commonwealth of Pennsylvania to determine, collect and enforce the tax, interest and penalties.*

**§ 398-32. Interest.**

*Any tax imposed under § 398-30 that is not paid by the date the tax is due shall bear interest as prescribed for interest on delinquent municipal claims under the Act of May 16, 1923 (P.L. 207, No. 153; 53 P.S. § 7101 et seq.), as amended, known as the "Municipal Claims and Tax Liens Act." The interest rate shall be the lesser of the interest rate imposed upon delinquent commonwealth taxes as provided in Section 806 of the Act of April 9, 1929 (P.L. 343, No. 176; 72 P.S. § 806), as amended, known as the "Fiscal Code," or the maximum interest rate permitted under the Municipal Claims and Tax Liens Act for tax claims.*

**Chapter 404, Tires.**

- A. Section 404-3 is amended as indicated: "This chapter is ~~authorized by, and adopted under the authority provided to Pocono Township by the Commonwealth of Pennsylvania pursuant to, Sections 1517, 1527 and 1529 of the Second First Class Township Code, Act of May 11, 1933 (P.L. 103, No. 69), reenacted and amended November 9, 1995 (P.L. 350, No. 60), as amended, 53 P.S. § 55101 et seq.~~"
- B. Section 404-9 is amended to reflect the standard summary offense penalty.

**Chapter 425, Vehicles and Traffic.**

**Article II, Snow Emergencies.**

Section 425-6A is amended to reflect the standard summary offense penalty.

**Chapter 439, Water.**

**Article III, Areas Served by Brodhead Creek Regional Authority.**

Section 439-27F is amended to revise the reference at the end as indicated: "... provisions of 53 P.S. § ~~68303~~ 55101 et seq."

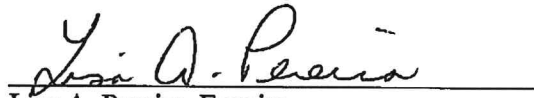
## **Chapter 470, Zoning.**

### **A. In § 470-8:**

- (1) The definition of "Administrator" is repealed.
- (2) The definition of "planned residential development" is amended to read as follows: "An area of land not less than 20 acres in size controlled by a landowner, to be developed as a single entity for a number of dwelling units, the development plan for which does not correspond in lot size, bulk, use, density, intensity, type of dwelling, lot coverage and required open space to the regulations established in any one zoning district under the provisions of this chapter. A planned residential development shall not include mobile home parks."
- (3) The definition of "public meeting" is amended to revise the ending as indicated: "...under 65 Pa.C.S.A. ~~Ch. 7~~ § 701 et seq. (October 15, 1998, P.L. 729, No. 93) (relating to open meetings), known as the 'Sunshine Act.'"
- (4) Under the definition of "street," the definition of "connector street" in Subsection B is amended, in part, as indicated: "... and between villages. Connector streets do not normally provide direct access to individual uses. Connector streets serve an unlimited number of dwelling units and unlimited average daily traffic."

- B. Section 470-48E is amended to change the reference to "Article VI" to read "Article VIII."
- C. Section 470-61A(2) and B(2) are each amended to revise "Code Enforcement Officer" to "Building Code Official."
- D. Section 470-99L is amended, in part, as indicated: "...the Township may, in its discretion, continue to maintain said common open space during the next succeeding year, and the decision of the Township shall be subject to appeal ... ."
- E. Section 470-101E(3)(d) is amended to change "Design Standards for Streets" to "Table 390-48.1, Minimum Design Standards by Type of Road."

I hereby certify that the within is a true and  
correct copy of the proposed Ordinance in this matter.

A handwritten signature in cursive script, reading "Lisa A. Pereira", is written over a horizontal line.

Lisa A. Pereira, Esquire

Solicitor

Pocono Township, Monroe County